

**VIRGINIA WESTERN COMMUNITY COLLEGE**  
**Local Advisory Board Meeting Minutes**  
**Minutes No. 271, May 17, 2018**

The Virginia Western Community College Local Advisory Board was called to order at 11:25a.m. Thursday, May 17, 2018, by Chairman Jim McAden. He welcomed Board members, College senate representatives, and all attendees, noting the meeting as being his last as chair. He offered a moment of silence in honor of Jean Sandel and Charles Steger. Mr. McAden then acknowledged Doug Waters and Forest Jones as they exit the Board in June by presenting two personal donations to the Educational Foundation in their honor.

Members Present:        Dr. Sam English, Roanoke County  
                                 Dr. Karen Hiltz, Franklin County  
                                 Josh Johnson, Roanoke City.....Vice Chair  
                                 Forest Jones, City of Salem  
                                 Joyce Kessinger, Botetourt County  
                                 Dr. Greg Killough, Roanoke County  
                                 Granger Macfarlane, Roanoke City  
                                 Jim McAden, Roanoke County..... Chair  
                                 Douglas Waters, Roanoke City

Members Absent:        Mark Lawrence, Roanoke City  
                                 Dr. Marie Paretti, Craig County

Faculty/Staff Present: Fredona Aaron, Business Office Manager  
                                 Amy Balzer, Assistant to College President  
                                 Jill Bass, Faculty Senate Representative  
                                 Dale Dulaney, Administrative Staff Senate Chair  
                                 Dr. Milan Hayward, Vice President of Workforce Development Solutions  
                                 Marilyn Herbert-Ashton, Interim Vice President of Institutional Advancement  
                                 Jennifer Pittman, Associate Vice President of Human Resources  
                                 Lisa Ridpath, Vice President of Financial and Administrative Services  
                                 Lindsey Weston, Staff Senate Chair  
                                 Dr. Elizabeth Wilmer, Vice President of Academic and Student Affairs  
                                 Kevin Witter, Director of Facilities Planning and Development

**I.        APPROVAL OF MINUTES**

*Mr. Waters made a motion to approve the minutes from the combined regular meeting for January/March 2018 as presented. Dr. Killough seconded the motion and the motion passed.*

**II.       PUBLIC COMMENT**

No public comment requested.

**III.      REPORT FROM THE PRESIDENT**

Dr. Sandel share the College update:

- Thanked everyone for their thoughtfulness in the passing of his mother
- Thanked Mr. McAden for graduation speech, first class and fortunate to have on board
- Thanked Dr. Wilmer for overseeing graduation in his absence

- Thanked Mr. Waters and Mr. Jones for sharing their time and expertise on the board
- Student success is focus of the College
- Concentrating on better communication to students, faculty and staff-inclusion and engagement
- Greater emphasis on adult learning and streamlined programming
- Spoke of Dr. Steger's passing noting loss of friend and world class educator

Dr. Sandel then shared the assessments for the first year of the 2017-2019 Biennial College Objectives in support of *Complete 2021*. Some areas stronger than others, meeting and exceeding goals, and some areas are nearing the mark. These assessments are used to support the annual letter of affirmation of presidential effectiveness from the Board chair to the VCCS Chancellor.

*Dr. Hiltz made a motion to approve the 2017-2018 assessments of the College objectives as presented. Ms. Kessinger seconded the motion and the motion passed.*

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

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

Dr. Wilmer thanked Jim McAden for the inspiring graduation address to the students, and thanked the board members for participating in the ceremony. She was honored to oversee in Dr. Sandel's absence and 440+ students walked across the stage that evening (1100+ graduates total for year).

Dr. Wilmer then reviewed the curricular changes:

New Programs

AS Science: Agriculture

Name Changes

AAS IST: Network Administration to IST Cyber Security and Network Administration

AAS in Communication Design to AAS in Visual Design

CSC in Culinary Arts to Culinary Arts: Advanced Food Service

Curriculum Changes

Practical Nursing condensed from 4 semesters to 3 semesters

Discontinued Programs

IT: Introduction to Help Desk Solutions

*Dr. Killough made a motion to approve the new/discontinued programming, and name/curricular changes as presented above. Dr. Hiltz seconded the motion and the motion was approved.*

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

Mr. Waters noted the first order of business was the say what a pleasure it has been for him to participate on this board and an honor to chair the Finance Committee. This College does great things for the students and community.

Notations from, the financial statements for 7/1/17-3/30/18 are:

- Local Fund balance as of 4/30/18 was \$ 5,943,659
- No adjustments were made in order to review quarterly reports on budgets compared to actuals
- Revenues trending slightly stronger that projected and expenditures within or below authorized levels

***Mr. Waters presented the motion and second on behalf of the Finance Committee to recommend Board approval of the 7/1/17-4/30/18 financial reports. The motion passed.***

Mr. Waters then presented the Local Fund 2018-19 Projected Operating Budget:

- Overall projected budget remains fairly consistent with current budget year.
- Conservative enrollment projections used for budgeted revenue, and the proposed fee increase factored in, pending State Board approval. Revenue budget projected 1.1% decrease.
- Expenditure increases reflected in maintenance projects for Arboretum and Parking funds. Timing of one-time construction expenditures impacting change in proposed budget. Total expenditures projected to decrease 7.9% over current budget.
- Fiscal year 2019 ending local fund balance projected to end near \$4.1 million.

***Mr. Waters presented the motion and second on behalf of the Finance Committee to recommend Board approval of the 2018-2019 Projected Operating Budget. The motion passed.***

One final update that the final negotiated phased in square footage rate for the new culinary space at the Roanoke Higher Education Center is \$12 per square foot, incrementally increasing to \$12.30 per square foot by end of year 5.

## **HUMAN RESOURCES**

Ms. Pittman reviewed a sampling of HR initiatives to include

- Teaching Faculty Early Retirement Incentive – this process allows the College to proactively and carefully consider how resources can be best utilized, perhaps through strategic reallocation to our areas of greatest potential growth
- College Pulse – College community participated in Great Colleges to Work For survey, and will repeat every two years. Will use results to build trends and identify areas for progress/successes, focusing on feedback and improved communication.
- Diversity and Inclusion – annual report is underway and will be shared once completed.

## **INSTITUTIONAL ADVANCEMENT**

Ms. Herbert-Ashton shared the Educational Foundation/Institutional Advancement Report

- Thanked Mr. McAden for the gifts to the Foundation in honor of Mr. Waters and Mr. Jones; and also his participation in countless Foundation meetings/events
- Assets of Foundation are highest in VWCC history
- Press event was held to celebrate \$300,000 gift from Carter Machinery (Andrew/Kate Parker)
- Public phase of CCAP2 major gifts campaign is underway
- Neil Wilkin will lead the robust and comprehensive Strategic Planning Process initiated by Dr. Steger
- Total grants funding from July 2017-May 2018 is \$3,480,292
- Chief Harris awarded Va Dept of Criminal Justice Services grant for 9 body cameras for officers
- Marketing Office collaborating with ASA and WDS in creating adult learner mailer

## **WORKFORCE DEVELOPMENT SERVICES**

Dr. Hayward presented slides on the in-progress adult learner mailing piece that will be printed and mass mailed soon. The focus being on adult learner students looking to advance their career training/skills and professional development. The mailer will touch on many areas of the College and highlight fast track certifications and training.

V. REPORT FROM THE CHAIR

Mr. McAden reviewed the Board meeting schedule and reminded that the July meeting is cancelled. He then reported that the Executive Committee nominated Joshua Johnson Board chair, Joyce Kessinger for Board vice chair, and Granger Macfarlane for Finance Committee chair. These new officers will take seats effective July 1, 2018 through June 30, 2020.

*Mr. McAden presented the motion and second on behalf of the Executive Committee to recommend Board approval of Joshua Johnson as chair and Joyce Kessinger as vice chair of the Local Board for 2018-2020 and Granger Macfarlane as Finance Committee chair for 2018-2020. The motion approved unanimously.*

Mr. McAden panned the Board for questions/discussion on the evaluation letter to the Chancellor that was shared prior to the meeting for Board only review. No discussion was requested.

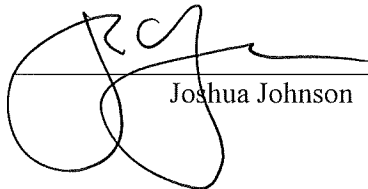
*Mr. McAden made a motion to approve the 2018 Local Board evaluation letter to the Chancellor to be included with the 2017-2018 College Objectives Assessments. Mr. Jones seconded the motion and the motion was approved.*

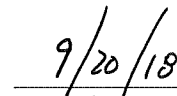
VI. MEETING ADJOURNMENT

With no further business, the meeting adjourned at 12:35pm.

Minutes submitted by: Amy Balzer

Minutes Approved by:

  
\_\_\_\_\_  
Joshua Johnson

  
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Date