

# VIRGINIA WESTERN COMMUNITY COLLEGE

## Local Board Meeting Minutes Minutes No. 242, September 16, 2010

The Virginia Western Community College Local Board was called to order at 11:30 am Thursday, September 16, 2010, in the Natural Science Center by Dr. Robert Sandel, Secretary. He thanked Mr. Dennis Cronk for an exceptional job as board chair for 2008-2010. He then introduced Dr. Lorraine Lange as the 2010-2012 chair of the board and Mr. Forest Jones as vice chair. The meeting was turned over to Dr. Lange.

Dr. Lange thanked Mr. Cronk again for serving as chair of the board for 2008-2010. She then welcomed new Roanoke City representative Mr. Douglas Waters and announced that Mr. Charlie Robbins was recently appointed by Roanoke County to the board. She acknowledged Mr. Ed Hall who represented the Educational Foundation and Ms. Jenifer Kurtz who attended as Faculty Senate representative. The entire group was asked to introduce themselves as a courtesy to the new attendees.

Members Present: Mr. Jerry Burgess, Botetourt County  
Mr. Dennis Cronk, Roanoke City  
Mr. William Hackworth, Roanoke City  
Mr. Forest Jones, City of Salem.....Vice Chair  
Dr. Lorraine Lange, Roanoke County..... Chair  
Mr. Larry Moore, Franklin County  
Ms. Debbie Snead, Craig County  
Mr. Douglas Waters, Roanoke City  
Mr. Joseph Wright, Roanoke City

Members Absent: Mr. David P. Mitchell, Roanoke County

Staff Present: Ms. Fredona Aaron, Business Manager  
Ms. Amy Balzer, Administrative Assistant  
Mr. David Harrison, Director of Informational and Educational Technologies  
Ms. Anne Kornegay, Dean of Institutional Effectiveness  
Ms. Jenifer Kurtz, Staff Senate Representative  
Ms. Cheryl Miller, Vice President of Financial and Administrative Services  
Mr. Kevin Witter, Director of Facilities, Planning and Development

Guests Present: Mr. Ed Hall, Educational Foundation Board of Directors, Vice President

### **I. APPROVAL OF MINUTES**

*Mr. Larry Moore made a motion to approve the minutes from the regular meeting of May 20, 2010 with the correction of removing 'the' in the chair announcement on page 4. Mr. Jerry Burgess seconded the motion and the motion was approved.*

## **II. PRESIDENT'S REPORT**

Dr. Sandel reported that fall semester is well underway. A 5% increase in FTE enrollment over last fall is the target growth and the basis for the 2010-2011 college budget. Parking remains an issue on campus and alternate parking suggestions are continually being sought. Currently VWCC students can ride the city bus to and from campus at no charge and also approximately 18-20% of the students are taking advantage of at least one or two distance learning classes. The 2<sup>nd</sup> phase of the parking lot #14 is currently underway and will offer 200 additional student parking spaces. Dr. Sandel then presented slides of the major campus construction projects; giving a first look at plans for the Student Learning Commons and Student Life Center.

## **III. COLLEGE REPORTS AND UPDATES**

### **INFORMATIONAL AND EDUCATIONAL TECHNOLOGIES**

Mr. David Harrison, Director of the Informational and Educational Technologies (IET) presented the board with an overview of the SARA System, Situational Awareness and Response Assistant. He reviewed the emergency awareness and reporting needs for the campus and surrounding community, the initial plan, and then the ultimate solution being the SARA server. This system can be fully integrated into the college's emergency reporting technologies and allows for future expansion. Mr. Harrison thanked those involved in the project: FMS, IET, Campus Safety Committee, and the college administration.

### **ACADEMIC AND STUDENT AFFAIRS**

Ms. Anne Kornegay presented the following career studies certificate programs for approval:

- Energy Management Systems Introduction
- Energy Management Systems Installer
- Energy Management Systems Technician

*Mr. Joseph Wright made a motion that the above career studies certificate programs be approved. Mr. Moore seconded the motion and the motion was approved.*

Ms. Kornegay explained that SACS standards require the board to affirm on an annual basis the mission statement and institutional goals of the college as well as the student conduct code.

*After a brief review, Mr. Burgess made a motion to ratify the college's mission statement and institutional goals as written in the college catalog. Mr. Moore seconded the motion and the motion was approved.*

*Mr. Jones made a motion to ratify the student conduct code as written in the student handbook. Mr. Waters seconded the motion and the motion was approved.*

## FINANCIAL AND ADMINISTRATIVE SERVICES

Mr. Wright discussed and then presented the year end Local Fund Financial Reports (July 1, 2009 – June 30, 2010) on behalf of the Finance Committee for Local Board consideration of approval.

*The Finance Committee recommended board approval of the 7/1/2009-6/30/10 financial reports as presented. The recommendation was approved unanimously.*

Mr. Wright presented the Local Funds Financial Report for July 1, 2010 through August 31, 2010 with the following specific requests:

- Increase projected Vending Fund revenues from \$10,000 to \$35,000;
- Endorse the actions taken to increase the Construction Fund budget to \$2,480,954 in support of the Center for Science and Health Professions;
- Pursue Department of Treasury loan to support reimbursable grants thereby allowing the return of \$82,000 to the Bookstore Fund;
- Parking Fund decrease to \$250,000 due to transfer of \$120,376 needed to support the new building in the Construction Fund;
- Campus Life Center Fund will be used to accumulate the \$6/credit hour fees collected toward the renovation project.

*The Finance Committee recommended board approval of the 7/1/2010 – 8/31/2010 financial reports with the amendments/changes specifically listed above. The recommendation was approved unanimously.*

Mr. Wright then explained to the board the need for formal State Board approval in order to engage in debt financing for construction of the Campus Life Center.

*The Finance Committee recommended the board reauthorize the college to pursue debt financing for the construction of the Campus Life Center. The recommendation was unanimously approved.*

Mr. Wright explained to the board the request by Campus Police Chief, Craig Harris, to relocate the officer training and certification from the Cardinal Criminal Justice Academy in Salem to the City of Roanoke's Police Training Academy. The main purpose would be to strengthen relations with Roanoke City's first responders and Virginia Western's officers as these two forces would be working the closest in the event of a crisis on or near campus. If approved, the paperwork will be initiated to accommodate the open option year transfer in 2012.

*The Finance Committee recommended board approval for the campus police department to pursue relocation of training from Cardinal Academy to Roanoke City in 2012. Mr. Burgess and Mr. Jones expressed serious concerns in the training relocation. Mr. Burgess made a motion to table the recommendation being sought by the Finance Committee to relocate officer training to Roanoke City. Mr. Waters seconded the motion and the motion was approved by majority vote. Note for the record: Mr. Hackworth abstained from voting and Mr. Wright was not in favor.*

*After a short discussion, the Finance Committee recommended board approval of a resolution recognizing the college employees in achieving zero findings in the last two audits. The recommendation was unanimously approved.*

**EDUCATIONAL FOUNDATION**

Mr. Hall updated the board on the following:

- The Annual Giving Campaign is in the first phase. He encouraged all board members to participate as it sends a clear message that leadership supports the college.
- The college’s 2<sup>nd</sup> major gifts campaign is in the early stages. Co-chairs are Russ Ellis and Stan Lanford, and honorary chair is John Williamson. The goal of the campaign is to raise \$7+ million to support college access programs for all localities serving the college.
- Currently the access program is assisting 150 students from Salem and Roanoke City. March 31<sup>st</sup> is the application deadline for Salem, Roanoke City, *and* Franklin County students to apply for CCAP for fall 2011.
- Dr. Sandel and Mike Warner have been named honorees for the MS Dinner of Champions being held on the evening of November 17<sup>th</sup>.

**IV. REPORT FROM THE CHAIR**

Dr. Lange thanked everyone for all the work accomplished at the meeting. She announced that Mr. Jones and Mr. Waters have been appointed to the Finance Committee and Mr. Jones has also agreed to serve on the A&E Committee for the Student Life Center.

Dr. Lange asked the board members if there were any objections to receiving the meeting packets via email in an effort to go ‘green’ and also save on postage. Hard copies will be provided at the meetings. Everyone agreed this was a good choice.

**V. REGULAR MEETING ADJOURNMENT**

Dr. Lange thanked everyone for attending and noted that the next meeting will be replaced by the Annual Meeting of the State Board, November 16-17, in Charlottesville and all board members are invited to attend. With no further business, the meeting adjourned at 12:30 pm.

Minutes submitted by: Ms. Amy Balzer

Minutes Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Dr. Lorraine Lange