

VIRGINIA WESTERN COMMUNITY COLLEGE

Local Board Meeting Minutes Minutes No. 251, January 17, 2013

The Virginia Western Community College Local Board was called to order at 11:30 a.m. Thursday, January 17, 2013 by Chairman Forest Jones. He congratulated Cheryl Miller and the police staff on the recently published campus safety rankings. He noted that Dr. Sandel is in Richmond presenting the updated VCCS system wide strategic plan to the State Board. Dr. Sandel was appointed by the Chancellor to chair this committee. Mr. Jones then welcomed Tara Nepper representing Staff Senate and Kristel Clark representing Faculty Senate.

Members Present: Jerry Burgess, Botetourt County..... Vice Chair
Dennis Cronk, Roanoke City
Forest Jones, City of Salem..... Chair
Mike Jones, Craig County
Jim McAden, Roanoke County
Larry Moore, Franklin County
Douglas Waters, Roanoke City
Granger Macfarlane, Roanoke City

Members Absent: Lorraine Lange, Roanoke County
Mark Lawrence, Roanoke City
Charles Robbins, Roanoke County

Staff Present: Fredona Aaron, Business Manager
Amy Balzer, Administrative Assistant
Kristel Clark, Faculty Senate Chair
Angela Falconetti, Vice President of Institutional Advancement
Rachelle Koudelik-Jones, Dean of Institutional Effectiveness
Cheryl Miller, Vice President of Financial and Administrative Services
Tara Nepper, Staff Senate Chair
Elizabeth Wilmer, Vice President, Academic and Student Affairs
Kevin Witter, Director of Facilities and Planning Development

I. APPROVAL OF MINUTES

*Mr. Waters made a motion to approve the minutes from the regular meeting September 20, 2012 as presented.
Mr. McAden seconded the motion and the motion was approved.*

II. PUBLIC COMMENT

No public comment requested.

III. PRESIDENT'S REPORT

Ms. Miller reported the following on behalf of Dr. Sandel:

- Virginia Western continues to hold its own in system wide enrollment. Our 'flat' enrollment for the fall semester placed the college in the top 3 of the 23 community colleges (20 colleges had enrollments decline).
- The entire faculty and staff are commended for a very smooth fall semester. The College is fortunate to have such a wonderful team of professionals.
- The new student life building has begun – it will be a 15 month project that will have a very positive impact on our students.
- The new science and health professions complex will be completed by May 1st – we plan to start classes in mid-August in the new facility. We will have a grand opening celebration in the fall.

- Dr. Sandel will be in Richmond a number of times during the new legislative session. The VCCS has definitive initiatives to concentrate on.

Ms. Miller presented the nominations for professional and professor emeriti awards to be presented at commencement in May. She announced the nominees: Shirl Lamanca retired Associate Professor of Radiologic Technology/Program Head who served the college for 38 years and Wanda Poff, retired General Administrative Manager for the Business Office who served the college for 35 years and returned part time to work in Financial Services. Both are very deserving of this honor.

Mr. Waters made a motion to approve the nominations for 2013 Professional and Professor Emeriti Awards. Mr. Moore seconded the motion and the motion was approved.

Ms. Koudelik-Jones explained the SACS requirement that all Local Board members receive and understand the VWCC Code of Ethics. This will be provided to all incoming Board members.

IV. COLLEGE REPORTS AND UPDATES

ACADEMIC AND STUDENT AFFAIRS

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

- Highlighted faculty members distinguishing themselves nationally through grant awards
- Developmental Education at VWCC is current model for developmental redesign in VCCS.
- Degrees awarded for fall 2012 graduation nearly doubled from 2011 fall.
- VWCC students are testing above median on VCCS literacy competency test.
- Library renovations underway on 2nd floor to create welcoming space for students.
- Reviewed 'Team Advising' as the QEP focus and the benefits this will have the students.

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 with the Board information regarding the following proposals for new programs, certificates and specializations:

Addition of New Programs, Certificates, Specializations:

Computed Tomography Imaging, CSC

IT: Desktop Support Technician, CSC

Mechatronics Systems Engineering Technology, AAS

IT: Network and Database Security Administration, CSC---name change only.

Mr. Burgess made a motion to approve the above additions of programs, certificates, and specializations. Mr. Jones seconded the motion and the motion was approved.

Dr. Wilmer provided the list of proposed 2013 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. Burgess requested to be on record that every conscious effort be made to include representatives from the entire service region on these advisory committees.

Mr. McAden made a motion to approve the 2013 Curriculum Advisory Committees as presented. Mr. Jones seconded the motion and the motion was approved.

FINANCIAL AND ADMINISTRATIVE SERVICES

Mr. Waters presented the financial report on behalf of Finance Committee. Local Fund Financial Reports for July 1, 2012 through November 30, 2012 were reviewed, noting the following:

- Local Fund balance as of November 30, 2013 is \$3,520,067.
- Localities have been billed. Salem and Franklin County have paid and will be reflected on next statements. \$11,250 has been paid out in scholarships and the remainder will be awarded spring semester.
- College Activities has funded many college events and can be supplemented by President's Activities if need be, which is well under budget at this point.
- Bookstore commissions are considerably higher than this time last year.
- All localities shall pay the final installment to the Construction Fund for the new building. Campus Life Center reporting will now be provided by VCCS and all funds to support construction will be transferred. Bond drawdowns and payments will be managed by the VCCS.
- Parking Fund budget for fines will be adjusted if necessary since it appears to be falling short, however the procedures for collection of fines are still being fine-tuned. The ending balance of Parking Fund as of November 30, 2012 is \$320,877.
- College Service Fee Fund is expected to be right on target at year end.

Mr. Waters presented a motion on behalf of the Finance Committee to recommend Board approval of the 7/1/2012-11/30/2012 financial reports as presented. Mr. McAden seconded the motion and the recommendation was approved unanimously.

Mr. Waters briefly reviewed the Renovate Life Center 286-1783 report as of November 20, 2012, generated by the VCCS to track the Campus Life Center Bond Project. This is the report that the VCCS provides instead of in-house reporting through the Construction Fund.

After a brief discussion on this, Mr. Waters presented a motion on behalf of the Finance Committee to recommend Board approval of the Campus Life Center bond project summary report. Mr. Burgess seconded the motion and the recommendation was approved unanimously.

Mr. Waters presented the 2013-2014 Locality Budget Request Distribution form. The localities will be billed based on a formula that accounts for student population, real estate valuation and population percent with the total amount of the locality requests being \$34,000.

Mr. Waters presented a motion on behalf of the Finance Committee to recommend Board approval of the request to Localities for 2013-2014. Mr. Burgess seconded the motion and recommendation was approved unanimously.

Mr. Waters explained the need for support from Local Funds currently on hand for the following construction projects:

- Business Science Pedestrian Bridge - \$327,446
- Sidewalk to Parking Lot 8E and Student Parking - \$102,537
- Parking Lot 15(new lot behind Business Science Building) - \$620,398

Mr. Waters presented a motion on behalf of the Finance Committee to recommend Board approval of the request for Local Fund use in the construction projects noted above. Mr. Burgess seconded the motion and recommendation was approved unanimously.

Mr. Waters shared the 2014-2020 Capital Plan Request that was submitted to the VCCS in December, noting that this is submitted on annual basis. He also brought attention to the enclosed Local Fund Audit Report for review.

INSTITUTIONAL ADVANCEMENT

Dr. Falconetti provided the following update on behalf of the Educational Foundation Board. Mr. Hall sent his regrets for not being able to attend:

- Foundation surpassed campaign goal of \$7 million, with \$9,200,482 raised as of 11/27/12.
- Net assets (\$11,078,881) of Foundation have more than doubled since 2009 (\$4,104,260).
- Virginia Western's entire service region will be served by CCAP for fall 2013, marking first time in program history. Botetourt, Craig and Roanoke Counties will pilot fall 2013 CCAPs.
- Reviewed 2012-2015 Retention and Recruitment Plan, *Putting Minds to Work*, to strengthen CCAP recruitment efforts in collaboration with the participating public school systems.
- Employee Giving Campaign raised \$5,000 more last year's campaign.

Dr. Falconetti then shared the proposed naming resolution for the new science and health professions building, 'The Horace G. Fralin Center for Science and Health Professions' to be referred to as 'The Fralin Center for the Science and Health Professions' on signage and marketing materials. The Educational Foundation Board of Directors approved this naming on December 4, 2012 following the approvals from the Foundation's Executive and Development Committees. The resolution originated with the academic deans and the interim VP of Academic and Student Affairs at their meeting in November 2012.

Mr. Burgess made a motion to approve the naming resolution for 'The Horace G. Fralin Center for Science and Health Professions' as proposed above. Mr. Cronk seconded the motion and the motion was approved.

Dr. Falconetti reported the following for Institutional Advancement:

- Grants Office secured \$2.23 million in grant funding from July – December 2012
- College's 2014-2015 strategic plan will be developed in a collaborated effort between Institutional Advancement and Academic and Student Affairs, with a target completion date of November 2013.
- Review of the numerous Marketing/Advertising pieces including publications, recruitment campaigns, 304 events on campus this year, over 200 media releases, and ten awards in 7 categories at the 2012 VCCS Excellence in Communications Competition.

V. REPORT FROM THE CHAIR

Mr. Jones reviewed the Board meeting schedule, inviting all to attend the optional Legislative Reception on the evening of February 6th in Richmond and transportation will be provided by the College. Also, noting the date for Commencement to be May 10th at 6:30pm in the Salem Civic Center. All Board members are encouraged to participate. The next meeting on campus is March 21, 2013 in the Natural Science Center.

Mr. Burgess moved that in accordance with section 2.2-3711 (A)(1) of the Code of VA, the Local Board convene in closed session at 12:43pm to discuss matters relating to specific officers, appointees or employees of the College regarding matter of compensation. Mr. Moore seconded the motion and the **Board moved into closed session.**

Mr. Burgess made a motion for the **Board to move from closed session to regular session,** reaffirming that only such matters as were identified in the motion to go into Closed Session were heard, discussed, or considered during the Closed Session. Mr. Waters seconded the motion and the motion was approved by roll call:

In favor: McAden, F. Jones, Burgess, Moore, Cronk, M. Jones, Macfarlane, Waters

Opposed: None

Absent: Lange, Lawrence, Robbins

Mr. Jones called the meeting back to order at 12:52pm.

Mr. Burgess made a motion that the proposed executive compensation stipend funded by the Educational Foundation be approved. Mr. Macfarlane seconded the motion and the motion was approved.

VI. MEETING ADJOURNMENT

With no further business, the meeting adjourned at 12:58 p.m.

Minutes submitted by: Ms. Amy Balzer

Minutes Approved by: _____ Date _____
Forest Jones