

VIRGINIA WESTERN COMMUNITY COLLEGE

Local Board Meeting Minutes Minutes No. 244, March 17, 2011

The Virginia Western Community College Local Board was called to order at 11:30 a.m. Thursday, March 17, 2011, in the Natural Science Center by Dr. Lorraine Lange, Chair. She thanked everyone for attending. She also introduced new Roanoke County representative, Charlie Robbins. Campus Police Chief, Craig Harris was also acknowledged.

Members Present: 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
Mr. Charles Robbins, Roanoke County
Ms. Debbie Snead, Craig County
Mr. Douglas Waters, Roanoke City
Mr. Joseph Wright, Roanoke City

Members Absent: Mr. David P. Mitchell, Roanoke County
Mr. Jerry Burgess, Botetourt County

Staff Present: Ms. Fredona Aaron, Business Manager
Ms. Amy Balzer, Administrative Assistant
Mr. Craig Harris, Campus Police Chief
Ms. Anne Kornegay, Interim Vice President, Academic and Student Affairs
Ms. Rachelle Koudelik-Jones, Planning and Assessment, Inst. Effectiveness
Ms. Cheryl Miller, Vice President, Financial and Administrative Services
Mr. Kevin Witter, Director of Facilities, Planning and Development
Mr. Bill Work, Faculty Senate Chairman
Dr. Robert Sandel, President

Guests Present: Mr. James Arend, Educational Foundation Board of Directors

I. APPROVAL OF MINUTES

Mr. Cronk made a motion to approve the minutes from the regular meeting of January 20, 2011 as presented. Mr. Moore seconded the motion and the motion was approved.

II. PUBLIC COMMENT

Dr. Lange explained that we have added this section to the agenda to allow comment from the public if desired. The Chancellor has reminded the presidents that the board meetings are public meetings and are to be treated as such. Each meeting is announced with a press release and listed on the college website. There were no public comments requested at this meeting.

III. PRESIDENT'S REPORT

Dr. Sandel reported on the following:

- Vice President of Academic and Student Affairs search is nearing the final decision stage. The national recruitment attracted numerous applicants; ten were interviewed resulting in two finalists. A decision will be made within the next two weeks.
- The Commonwealth's annual budget has been finalized and awaits the Governor's signature. The community college system received additional funding for financial aid, non-credit classes and transfer grant programs. State employees will now be required to pay 5% toward their retirement, but will receive a 5% salary base pay increase to offset this expense.
- VWCC received authorization to move forward with the debt financing of the Student Life Center.
- Ms. Anne Kornegay is the interim VP of Academic and Student Affairs. She has acted in this capacity previously when Dr. Capps was interim President at Lord Fairfax Community College. Her willingness to serve in this capacity is greatly appreciated.
- The recent article in the Roanoke Times is a direct reflection of the excellent faculty and staff at VWCC who are responsible for making the college the great school that it has become.
- An outstanding student has been selected to serve as graduation speaker. The student is president of the Honors Institute.
- The Honorary Degree nomination will be voted on at the State Board meeting next week.

IV. COLLEGE REPORTS AND UPDATES

ACADEMIC AND STUDENT AFFAIRS

Ms. Kornegay stated that she was honored to serve as interim VP of Academic and Student Affairs. She then introduced Rachelle Koudelik-Jones, the new Dean of Institutional Effectiveness (IE).

Ms. Koudelik-Jones provided an update for IE:

- Notification received from SACS that the Substantive Change Notification Process has been approved and the dual enrollment sites are approved without visitation.
- The second monitoring report regarding assessment of student learning outcomes is due 9/7/11.
- VWCC will host a Dual Enrollment Conference on March 24th for faculty to discuss alignment of courses and procedures for collection/distribution of materials. VWCC ranks #1 in the VCCS in dual enrollment and currently has 2500 students in the program.

FINANCIAL AND ADMINISTRATIVE SERVICES

Mr. Wright discussed and then presented the Local Fund Financial Reports (July 1, 2010 –January 31, 2011) on behalf of the Finance Committee for Local Board consideration of approval, noting the following:

- The college began the year with \$3,146,934, has received revenue of \$1,357,386, and expended \$1,336,180. As of January 31, 2011, the Local Fund balance is \$3,168,140.
- All localities have paid their scholarship contribution with the exception of Salem City. Ms. Miller explained that this is an oversight, as they did pay their construction contribution.

- Vending machine revenues continue to be up. Current revenues are at \$27,989. The auxiliary food revenues include the commissions being paid by Dominos and Java the Hutt. The President's expenditures and the College Activities expenditures are well within budget.
- Bookstore Commission Fund will likely exceed budgeted amount reflecting success of textbook rental program.
- Construction Fund shows all localities have paid with the exception of a short-pay by Craig County and the 10% reduction taken by Roanoke County. \$461,021 has been spent on the new Science and Health Professions Building.
- Parking Fund expenses for parking lot construction have exceeded the budgeted amount; however, there are several projects reflected in the account.
- Campus Life Center Fund is accruing as fees are collected from students and no real expenses have been incurred at this point in time.

The Finance Committee recommended board approval of the 7/1/2010-1/31/11 financial reports as presented with the notations above. The recommendation was approved unanimously.

After a brief discussion, the Finance Committee recommended board approval of the revised 2012-2018 Capital Plan Request for submission to the Virginia Community College System. The recommendation was approved unanimously.

Mr. Wright reviewed the need for the Gazebo for smokers to utilize in an effort to move this activity away from building entrances. The plans and State Board consideration request form were presented.

The Finance Committee recommended board approval of the Gazebo to be constructed on the parking lot side of the Humanities Building. The recommendation was approved unanimously.

Mr. Wright brought attention to the mapping of the water, gas and electrical easements surrounding the Science and Health Professions Building. These easements were not identified on the original plans and require Local and State Board approval.

The Finance Committee recommended board approval of the water, gas and electrical easements for the Science and Health Professions Building. The recommendation was approved unanimously.

Mr. Wright explained the need for increased parking fees in order to continue to provide and maintain parking for the students. The current fee is not adequately funding this and the demand continues to increase with enrollment.

The Finance Committee recommended board approval of a \$.50 per credit hour increase in parking fees. The recommendation was approved unanimously.

Mr. Wright proposed the outline of the parking violations and associated fees, and the newly drafted Parking Regulations and Policy. Chief Harris explained the reasoning behind the change in administration of parking fines and also how the fees were set. The policy is in draft form and will be finalized soon. The administration of parking fees will move from Roanoke City to Virginia Western on July 1, 2011.

The Finance Committee recommended board approval of the Virginia Western Community College

Parking Violations and Fines. The recommendation was approved unanimously.

EDUCATIONAL FOUNDATION

Mr. Arend updated the board on the following:

- CAN Campaign will run through the month of May at all local Kroger and Stop-In Food Stores. Formal announcement will be made at a press conference on April 22nd at the college's Spring Fling. This will not only raise much needed funds, but will increase awareness of the CCAP within the contributing regions. Special thanks to Valley Character and Lamar Advertising for sponsorship of this program.
- Family Gifts initiative is underway in support of the Major Gifts Campaign. All Foundation and Local Board members will be contacted to discuss contributing.
- March 31 is deadline for CCAP applications for this coming fall. The numbers reflect the need; Salem City-43 Franklin County-52, and Roanoke City-290. The groundwork is being laid to establish CCAP for Roanoke County, Botetourt County, and Craig County hopefully in the near future.

V. REPORT FROM THE CHAIR

Dr. Lange thanked everyone for the work accomplished at the meeting. She deferred to Dr. Sandel to present the nominations for professional and professor emeriti awards to be presented at commencement in May. Dr. Sandel announced the nominees: Boyd Deacon, retired Grounds Maintenance Supervisor who served VWCC for 25 years; and Gordon Hancock, retired Admissions, Policies and Programs Coordinator who served the college for 33 years. Both are very deserving of this honor.

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

Dr. Lange then reminded the group of commencement on May 13th at 6:30 p.m. and encouraged all to participate if possible. A group photo will be taken immediately following the meeting for display on the college website.

VI. REGULAR MEETING ADJOURNMENT

Dr. Lange thanked everyone for attending and noted that the next meeting will be May 19, 2011. With no further business, the meeting adjourned at 12:15 p.m.

Minutes submitted by: Ms. Amy Balzer

Minutes Approved by:

Dr. Lorraine Lange

Date