

VIRGINIA WESTERN COMMUNITY COLLEGE

Local Board Meeting Minutes

Minutes No. 249, May 17, 2012

The Virginia Western Community College Local Board was called to order at 11:30 a.m. Thursday, May 17, 2012, in the Natural Science Center by Chairperson Dr. Lange. She thanked everyone for attending and welcomed Tara Nepper representing Staff Senate and Kristel Clark representing Faculty Senate.

Members Present: Jerry Burgess, Botetourt County
Forest Jones, City of Salem.....Vice Chair
Lorraine Lange, Roanoke County..... Chair
Mark Lawrence, Roanoke City
Granger Macfarlane, Roanoke City
Jim McAden, Roanoke County
Larry Moore, Franklin County
Charles Robbins, Roanoke County
Debbie Snead, Craig County
Douglas Waters, Roanoke City

Members Absent: Dennis Cronk, Roanoke City

Staff Present: Fredona Aaron, Business Manager
Amy Balzer, Administrative Assistant
Kristel Clark, Faculty Senate Chair
Angela Falconetti, Vice President of Institutional Advancement
Cheryl Miller, Vice President, Financial and Administrative Services
Tara Nepper, Staff Senate Chair
Tresia Samani, Vice President, Academic and Student Affairs
Robert Sandel, President
Kevin Witter, Director of Facilities and Planning Development

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

I. APPROVAL OF MINUTES

Mr. Jones made a motion to approve the minutes from the regular meeting of March 15, 2012 as presented. Mr. Robbins seconded the motion and the motion was approved.

II. PUBLIC COMMENT

No public comment requested.

III. PRESIDENT'S REPORT

Dr. Sandel reported on the following:

- Graduation ceremony had record number of graduates and guests. The many improvements to the platform and ceremony along with enhanced technology made for a very successful and enjoyable evening. The ceremony was available via internet live stream for the first time as well.
- Review of 2011-2012 goals and outcomes emphasizing the main mission of the college is student success. Developmental programs in addition to enhanced mentoring/tutoring initiatives has aided in serving underserved populations. Downward trend in enrollment is being experienced statewide due to many factors. Capital improvements remain strong on campus and emergency preparedness is being taken very seriously under the collaborative leadership of Campus Police, Human Resources, Facilities and IETS.
- Review of 2012-2013 goals designed to dovetail the Chancellor's goals and concentrate on the *Achieve 2015* strategic plan goals.
- Anticipated tuition increase from State Board should be minimal as the governor has been supportive of higher education in the new budget in an effort to keep education costs affordable.
- Nursing litigation has been settled after working closely with the state and VCCS for an agreement.
- Reaffirmation process is well underway and will be a unified effort within the college.

Mr. Waters made a motion to approve the 2011-2012 Goals assessments as presented to the Board. Mr. Robbins seconded the motion and the motion was unanimously approved.

Mr. Burgess made a motion to approve the 2012-2013 college goals as presented to the Board. Mr. Macfarlane seconded the motion and the motion was unanimously approved.

IV. COLLEGE REPORTS AND UPDATES

ACADEMIC AND STUDENT AFFAIRS

Dr. Samani reported on activity in the ASA area including:

- Faculty recruiting.
- Communication Design student art show at the Taubman Museum and the Baja Team preparing for competition in Madison, Wisconsin this year.
- Developmental Education success rates are improving with the redesign of the program.
- Academic scholarship deadlines have been extended in an effort to increase number of applicants for the localities.
- SACS reaffirmation process is in motion and a consultant has been hired to assist the college in the process.

Two programs of study were presented to the Board for approval:

Career Studies Certificate, Phlebotomy*** (ratification of email vote in April 2012)

Associate of Applied Science, Technical Studies (name change/Plan in Energy Management)

Mr. Macfarlane made a motion to approve the programs above. Mr. Robbins seconded the motion and the motion was unanimously approved.

FINANCIAL AND ADMINISTRATIVE SERVICES

Mr. Waters presented the financial report on behalf of Finance Committee. Local Fund Financial Reports for July 1, 2011 through March 31, 2012 were reviewed, noting the following:

- Local Funds balance as of March 31, 2012 was \$3,665,888 noting sizeable balances in both the Construction Fund and Campus Life Center Fund, both of which expenses will begin being billed and paid. Campus Life Center Fund is accumulating as the \$6 fee is collected per credit hour.
- Local government contributions have been received. Spring scholarship awards have been issued and residual amounts are being spent to correct the account balance.
- WEPA Commission line item has been added to the Vending Fund in order to track this income separately. It is anticipated that the Vending Fund will exceed budget this year.
- The Bookstore Commission Fund's only expense has been for the WEPA printing cards, which is being recovered as these cards sell in the bookstore. This fund is operating well within budget.
- All localities have paid the capital contribution for this year to the Construction Fund. Considerable expenses are anticipated as the Science and Health Professions Building construction continues. Expenses in Facility Improvements of \$6,904 are for replacing items for student areas such as sofas, tables, etc.
- The College is waiting on State Board approval of \$.50 per credit hour increase in Parking Fees. This fee can only be increased by \$.50 a year. Parking continues to be an issue on campus and the fee increase is in anticipation of needed parking improvements and additions. Lot 9 was repaved for \$214,000 which will be reflected on the next statements. Additionally, the Valley Metro ridership remains popular with the students.
- The Student Activities Fund does not reflect the transfer from the College Service Fee Fund yet.

Mr. Waters presented a motion on behalf of the Finance Committee to recommend Board approval of the 7/1/2011-31/31/2012 financial reports as presented. Mr. Jones seconded the motion and the recommendation was approved unanimously.

Mr. Waters discussed the proposed 2012-2013 budget, which is based on the assumption of State Board approval of \$.50 increase in parking fee and the college's continued enrollment status. He made mention of the following items:

- Local Funds beginning balance is projected to be \$3,194,217 with revenue of \$2,972,730 and expenses of \$4,049,870 leaving an ending balance of \$2,117,077
- Locality contribution requests have been increased by a total of \$6,000 equaling \$40,000. The request letters have been sent and decisions will be reported at the next meeting.
- Vending Fund revenues are conservative projections and the College and President's Activities line item expenses reflect recent increases.
- Construction Fund expects a drawdown deposit from the Dept. of Treasury Bond Fund in the amount of \$740,000 and the Science and Health Professions Building expense will be reviewed in September against actual amounts. Completion of this new building is targeted for July 2013.

- Student Activities Fund proposes an increase of \$3,000.
- Campus Life Center and College Service Fee Funds are conservative proposals based on the current enrollment trend. These will be reviewed after fall enrollment has been recorded.

Mr. Waters made a motion on behalf of the Finance Committee to recommend Board approval of the proposed July 1, 2012-June 30, 2013 budget as presented. Mr. Moore seconded the motion and the recommendation was approved unanimously.

Mr. Waters continued with an explanation of the need to update the fine structure associated with parking violations on campus and the difficulty in collecting the outstanding funds. The proposed increased fee violation structure and the associated updated parking policy were presented for approval.

Mr. Waters made a motion on behalf of the Finance Committee to recommend Board approval of the increased parking fee structure and updated parking policy. Mr. Macfarlane seconded the motion and the recommendation was approved unanimously.

Mr. Waters then presented the 2012-2014 Auxiliary Reserve Plan for College Parking Facilities explaining that this is now a required annual submission to the VCCS for State Board approval. This lists parking projects, improvements and lot maintenance with associated costs for the next two years and is updated annually.

Mr. Waters made a motion on behalf of the Finance Committee to recommend Board approval of the 2012-2014 Auxiliary Reserve Plan. Mr. Lawrence seconded the motion and the recommendation was approved unanimously.

INSTITUTIONAL ADVANCEMENT

Mr. Hall provided the following update on behalf of the Education Foundation Board:

- The College lost a valuable Board member and college friend with the passing of Jerry Pace. He was instrumental in starting the CCAP program (along with Forest Jones) and a strong supporter of the College. Dr. Lange thanked Mr. Hall for the nice tribute to Mr. Pace at graduation.
- Foundation has secured gifts, pledges and commitments totaling 57% of the campaign goal of \$7 million. The Diploma Campaign is in full swing partnering with Kroger, Stop-In Food Stores and Advance Auto Parts.
- Advance Auto Parts was awarded one of the Chancellor's Awards in Philanthropy on April 17th and has made a large financial commitment to the college for the CCAP program. The press release took place campus on April 18th.
- 2012-2013 CCAP applications have been received and a report will follow at the next meeting. The number of applications received has well surpassed last year's total.

Dr. Falconetti reported the following for Institutional Advancement:

- Grants Office has secured \$2.5 million in grant funding. Of the 37 grants submitted, 27 were funded and 7 are pending.
- Marketing Office developed recruitment campaigns for spring and summer semesters and is in the process of finalizing the fall campaign.
- Recent public communications and publications produced by Marketing Office were reviewed.
- Marketing Office facilitates approximately 300+ events annually.

V. REPORT FROM THE CHAIR

Dr. Lange thanked everyone for taking the time to attend and commented on the commencement ceremony. The enhanced technology made the difference and it was a full house. Board member participation is always appreciated. She reported that the Executive Committee has nominated Forest Jones for 2012-2014 Board Chair and Jerry Burgess for 2012-2014 Board Vice Chair. The new officers will take seats effective July 1, 2012 through June 30, 2014.

Mr. Lawrence made a motion to approve Forest Jones as Chair and Jerry Burgess as Vice Chair of the Local Board for 2012-2014. Mr. Moore seconded the motion and the motion passed unanimously.

Dr. Lange acknowledged Ms. Snead as an outgoing Board member having served one full term. Ms. Snead is very active in the community ("Ms. Craig County") and her time and dedication to the college is greatly appreciated. Dr. Lange also noted Larry Moore has been reappointed by Franklin County for another four year term and Jerry Burgess has been appointed to serve on the Local Board Finance Committee.

Dr. Sandel thanked Dr. Lange for her strong leadership of the Board as chairperson for the past two years. Her dedication to Virginia Western and the surrounding community is very much appreciated. She is an effective leader in education and the state superintendent is very complimentary of her. The College is very fortunate to have her on the Board and as an educational partner.

Mr. Jones made a motion that the Board move into closed session at 12:31p.m. to discuss legal and personnel matters as per Section 2.2-3711 of the Code of Virginia. Mr. Lawrence seconded the motion and the motion was unanimously approved.

The Board then moved into closed session.

Mr. Jones made a motion for the Board to move from closed session to regular session, reaffirming that the matters discussed in closed session were only those identified in the motion as personnel and legal. Mr. Lawrence seconded the motion and the motion was approved by roll call:

*In favor: Moore, Robbins, Lange, Lawrence, Burgess, Waters, Macfarlane, McAden, Jones
Absent: Snead, Cronk*

Dr. Lange called the meeting back to order at 12:58 p.m.

Mr. Waters made a motion to approve the Local Board evaluation letter to the Chancellor to be included with the 2011-2012 Goals Outcomes and 2012-2013 Goals. Mr. Moore seconded the motion and the motion was approved unanimously.

VI. REGULAR MEETING ADJOURNMENT

With no further business, the meeting adjourned at 1 p.m. with a reminder that the July meeting is cancelled and the next meeting is September 20, 2012.

Minutes submitted by: Ms. Amy Balzer

Minutes Approved by:

Forest Jones

Date