

VIRGINIA WESTERN COMMUNITY COLLEGE

Local Board Meeting Minutes Minutes No. 245, May 19, 2011

The Virginia Western Community College Local Board was called to order at 11:30 a.m. Thursday, May 19, 2011, in the Natural Science Center by Dr. Lorraine Lange, Chair. She thanked everyone for attending. She welcomed Meg Patterson, representing the newly formed Staff Senate, and Scott Cassell representing the Faculty Senate.

Members Present: Mr. Jerry Burgess, Botetourt County
Dr. Lorraine Lange, Roanoke County..... Chair
Mr. Larry Moore, Franklin County
Mr. Charles Robbins, Roanoke County
Mr. Douglas Waters, Roanoke City
Mr. Joseph Wright, Roanoke City

Members Absent: Mr. Dennis Cronk, Roanoke City
Mr. William Hackworth, Roanoke City
Mr. Forest Jones, City of Salem.....Vice Chair
Ms. Debbie Snead, Craig County
Mr. David P. Mitchell, Roanoke County

Staff Present: Ms. Amy Balzer, Administrative Assistant
Mr. Scott Cassell, Faculty Senate Chair
Ms. Anne Kornegay, Interim Vice President, Academic and Student Affairs
Ms. Rachelle Koudelik-Jones, Planning and Assessment, Inst. Effectiveness
Mr. Josh Meyer, Coordinator of Marketing and Strategic Communications
Ms. Cheryl Miller, Vice President, Financial and Administrative Services
Ms. Meg Patterson, Staff Senate Chair
Dr. Robert Sandel, President

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

I. APPROVAL OF MINUTES

Mr. Burgess made a motion to approve the minutes from the regular meeting of March 17, 2011 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:

- Mr. Josh Meyer was introduced as the College's new Public Information Officer, responsible for marketing the college in addition to handling internal/external inquiries and communications. Mr. Meyer provided a brief professional background. Dr. Sandel welcomed him to the college.
- Dr. Lange was congratulated for being named Virginia's Superintendent of the Year by the Virginia Association of School Superintendents. She was selected for top honor from among eight regional Superintendents of the Year.
- College image continues to be positive as is evident through successful fundraising, marketing and enrollment. Student dynamics have changed over the last six years to a younger population taking more classes thus increasing demand for facility improvements currently underway (i.e. the new science and health professions building, library renovations, and Student Life Center). Full-time faculty recruitment is currently taking place, as well, to handle the increased FTEs.
- Thirty percent of area high school students attend VWCC. From that group, approximately one-third will transfer to four year college and two-thirds will move directly into the workforce.
- State Board for Community Colleges approved 8.7% tuition increase for Fall 2012 semester.
- 2010-2011 President's Goals and Assessments and updated 2011-2012 President's Goals (aligned with the Chancellors Goals and *Achieve 2015*) had been provided prior to the meeting for review and discussion was offered.

Mr. Moore made a motion to approve the 2010-2011 President's Goals and Assessment as presented. Mr. Waters seconded the motion and the motion was approved.

Mr. Burgess made a motion to approve the 2011-2012 President's Goals as presented. Mr. Moore seconded the motion and motion was approved.

IV. COLLEGE REPORTS AND UPDATES

ACADEMIC AND STUDENT AFFAIRS

Ms. Kornegay reported that Dr. Tresia Samani has been selected as the next vice president of Academic and Student Affairs. She has been on campus several times to become familiar with the faculty and staff, and will formally begin at Western on July 1, 2011.

Ms. Kornegay then reviewed the list of 2011-2012 Academic Scholarship recipients. These scholarships are sponsored by the government localities in the college's service region and are awarded to spring high school graduates attending VWCC in the fall with a GPA of 3.0 or higher. They will receive \$3000 to cover tuition expense for their first year of attendance.

Ms. Koudelik-Jones presented the biannual employee survey results, noting that a slightly larger group responded this time. The 2009 survey resulted in a complete revamping of the governance structure in an effort to improve communication and increase involvement campus-wide. The current results reflect overall satisfaction with the college. This survey is also used as documentation for SACS to determine issues that need to be addressed. It was suggested that biannual survey results be

shown side by side for easier reference.

FINANCIAL AND ADMINISTRATIVE SERVICES

Mr. Wright discussed and then presented the Local Fund Financial Reports (7/1/10-3/31/11) 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 \$1,852,632, and expended \$1,989,290. As of March 31, 2011, the Local Fund balance is \$3,010,276.
- 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 revenues continue to be up. 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. \$907,282 has been spent on the new Science and Health Professions Building thus far.
- 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 7/1/2010-3/31/11 financial reports as presented with the notations above. The recommendation was approved unanimously.

After a brief discussion, the Finance Committee recommended board approval of an adjustment to the 2010-2011 budget to establish a Construction Fund expenditure account and recommend transfer of \$699,915 from Campus Life Center Fund to this Construction Fund and establish Campus Life Center-Design Contract expenditure account. The recommendation was approved unanimously.

Mr. Wright reviewed the proposed budget for July 1/2011 through June 30, 2012 noting the following:

- Anticipated continued increase in vending sales and bookstore commissions.
- Construction Fund expenses will increase due to activity.
- Parking lot maintenance will be performed in the area of motorcycle safety class and other areas as needed.

The Finance Committee recommended board approval of the Proposed Budget for July 1, 2011 through June 30, 2012. The recommendation was unanimously approved.

An explanation was provided on the Phase I and Phase II renovation plans for the library. These renovations will modernize 13,500 square feet of library space and will offer attractive areas conducive to individual and group study, and introduce technology to support it. Schematic designs were provided.

The Finance Committee recommended board approval of the Brown Library renovation project-Phase I and II. The recommendation was unanimously approved.

Dr. Lange thanked Mr. Wright for his excellent work on the both the Finance Committee as chairperson and the Local Board. He has been a valuable board member with his strong financial

background and attention to detail. Mr. Waters will take the reins as chairperson beginning July 1st.

EDUCATIONAL FOUNDATION

Mr. Arend updated the board on the following:

- Family Gifts Campaign is underway with a goal of \$300,000 and contributions to date of \$240,200. All Foundation and Local Board members will be contacted in an attempt to gain 100% participation by both boards.
- CAN Campaign will run through the month of May at all local Kroger and Stop-In Food Stores. This will not only raise much needed funds, but will increase awareness of the CCAP within the contributing regions. Please support this campaign and encourage the cashiers to participate by soliciting donations.

V. REPORT FROM THE CHAIR

Dr. Lange thanked those that participated in graduation last week, noting that she was particularly impressed with student speaker, Lori Mier's story of rising from a struggling student to graduating as president of the Honors Institute.

Dr. Lange acknowledged Mr. Wright and Mr. Mitchell as outgoing board members having served two full terms. Their time and dedication to the college is greatly appreciated. She then noted that Mr. Mark Lawrence has been selected as the incoming Roanoke City member and Bill Hackworth has been reappointed to also represent Roanoke City.

Mr. Robbins 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. Burgess seconded the motion and the motion was unanimously approved.

The Board then moved into closed session.

Mr. Burgess 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. Waters seconded the motion and the motion was approved by roll call:

In favor: Wright, Moore, Robbins, Lange, Burgess, Waters

Absent: Hackworth, Jones, Snead, Cronk, Mitchell

Dr. Lange called the meeting back to order at 12:48 p.m.

After a very short discussion, Mr. Wright made a motion to approve the Presidential Evaluation Letter to be presented to the Chancellor. Mr. Burgess seconded the motion and the motion was approved.

VI. REGULAR MEETING ADJOURNMENT

Dr. Lange thanked everyone for attending and reminded the group that the July meeting is cancelled and the next meeting will be September 15, 2011.

With no further business, the meeting adjourned at 12:55pm.

Minutes submitted by: Ms. Amy Balzer

Minutes Approved by: Dr. Lorraine Lange September 15, 2011