

# VIRGINIA WESTERN COMMUNITY COLLEGE

## Local Board Meeting Minutes Minutes No. 243, January 20, 2011

The Virginia Western Community College Local Board was called to order at 11:30 a.m. Thursday, January 20, 2011, in the Natural Science Center by Dr. Lorraine Lange, Chair. She thanked everyone for attending and also noted that new Roanoke County representative, Charlie Robbins, was not able to attend as he was out of town on business.

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. David P. Mitchell, Roanoke County  
Mr. Larry Moore, Franklin County  
Ms. Debbie Snead, Craig County  
Mr. Douglas Waters, Roanoke City  
Mr. Joseph Wright, Roanoke City

Members Absent: Mr. Charles Robbins, Roanoke County

Staff Present: Ms. Fredona Aaron, Business Manager  
Ms. Amy Balzer, Administrative Assistant  
Dr. John Capps, Vice President of Academic and Student Affairs  
Ms. Rachelle Koudelik-Jones, Planning and Assessment, Inst. Effectiveness  
Ms. Cheryl Miller, Vice President of Financial and Administrative Services  
Mr. Kevin Witter, Director of Facilities, Planning and Development  
Mr. Bill Work, Faculty Senate Chairman

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

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

*Mr. Wright made a motion to approve the minutes from the regular meeting of September 16, 2010 with the correction of Local Fund Financial Reports for July 1, 2010 on page 7. Mr. Burgess seconded the motion and the motion was approved.*

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

Dr. Sandel reported on the following:

- Legislature is now in session and the governor has promised not to negatively impact higher education for the next two sessions. The college is currently 42% state funded, versus nearly 70% state funded two years ago. This will remain a challenge for some time.
- VWCC continues to find ways to cut expenses and operating costs underway and will offer 200 additional student parking spaces.
- Status of major campus construction projects including the Science and Health Professions

building, future Campus Life Center, Learning and Technology Commons, and campus parking.

- Student Success is the key focus. Every mechanism available will be used.
- Dr. Capps is 'a star' and is greatly respected and appreciated on campus, in the community, and within the VCCS. The entire college community wishes him nothing but the best as president of Central Virginia Community College.

*Mr. Wright made a motion for a formal resolution of appreciation from the Local Board. Mr. Jones seconded the motion and the motion was approved.*

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

#### **ACADEMIC AND STUDENT AFFAIRS**

Dr. Capps expressed extreme gratitude to the board members and the college community for the support throughout his years at Virginia Western.

Dr. Capps explained that the college assesses programs each year to determine their viability and make certain that all programs are effective and productive. The board reviewed information regarding the following proposals for program discontinuances; new programs, certificates and specializations; and program name changes:

#### Discontinuance of Programs, Certificates, Specializations:

AMT: Medical Transcriptionist Certificate (286)  
Building Construction Trades: Building Construction (221-989-05)  
Building Construction Trades: Electrical (221-989-01)  
Building Construction Trades: Plumbing (221-989-03)  
Interior Design Certificate (522)  
Art Foundations Career Studies (221-511-88)  
Science: Computer Science Specialization (221-880-01)  
Social Science: Fire Science Specialization (221-880-02)

#### Approval of New Programs, Certificates, Specializations:

Interior Design-Career Studies Certificate  
Culinary Arts: Baking and Pastry-Career Studies Certificate  
Engineering: Computer Science Specialization (01)-Associate of Science Degree

#### Approval of Program Name Changes:

~~HIM: Medical Office Records Management~~    *HIM: Electronic Medical Records Management*

*Mr. Wright made a motion to approve the above program discontinuances, additions and changes. Mr. Mitchell seconded the motion and the motion was approved.*

Dr. Capps provided the list of proposed 2011 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. Dr. Capps noted that the Fire Science Program Advisory Committee has an added member,

Mr. David Firestone of Botetourt County.

*Mr. Wright made a motion to approve the 2011 Curriculum Advisory Committees with the addition of David Firestone, Division Chief for Botetourt County, to the Fire Science Committee. Mr. Waters seconded the motion and the motion was approved.*

Ms. Rachelle Koudelik-Jones presented the SACS update noting the following:

- As a result of the Fifth Interim Report, monitoring has been placed on distance learning, facilities, and student learning outcome assessment.
- Follow up report was submitted in September 2010
  - Monitoring has been lifted from distance learning and facilities.
  - Monitoring will continue in the SLO assessment until 2 years of data collected
- Dual enrollment prospectus follow-up document has been submitted.
- SACS accepted the college plan for monitoring substantive change in the future.

Ms. Koudelik-Jones then reviewed the purpose of the Institutional Review Board (IRB) and announced that Mr. Larry Moore volunteered to represent the college as a member of the Institutional Review Board for a term of two years.

*Mr. Burgess made a motion to appoint Mr. Moore as the college representative on the IRB for a term of two years. Mr. Cronk seconded the motion and the motion was passed.*

## **FINANCIAL AND ADMINISTRATIVE SERVICES**

Mr. Wright discussed and then presented the Local Fund Financial Reports (July 1, 2010 – November 30, 2010) on behalf of the Finance Committee for Local Board consideration of approval, noting the following:

- Bookstore Operations amount of \$802 should be listed in the Actual over/under column.
- The budget for bookstore commissions was reduced due to unknown expectations of the textbook rental program. At this time it appears that commissions are expected to well exceed the budgeted amount, showing the students continue to spend the monies in the bookstore after satisfying the rental fees for the textbooks.
- Roanoke County made an across the board 10% reduction in line-items on their budget, which includes the college contribution for the construction fund.

*The Finance Committee recommended board approval of the 7/1/2010-11/30/10 financial reports as presented. The recommendation was approved unanimously.*

Mr. Wright presented the following 2010-2011 budget adjustments for Local Board consideration of approval:

- Increase funding in the Construction Fund for the New Science and Health Professions Building from \$2,480,594 to \$2,521,494, in order to pay connection fees from the Western Virginia Water Authority of \$40,900. This cost was excluded from the capital project.
- Establish a line-item budget in the Parking Fund for the agreement with the Greater Roanoke Transit Company (Valley Metro) for faculty, staff, and student ridership of \$48,000, so that expenses can be tracked and reported separately.

*The Finance Committee recommended board approval of the 2010-2011 budget adjustments as listed above. The recommendation was approved unanimously.*

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

Mr. Wright and Ms. Miller explained the immediate need for handicapped parking and access to the Business Science building considering the loss of parking due to construction of the new building and the community use of the theatre for the MET Opera performances.

*The Finance Committee recommended board approval to proceed with the design work for expanding the parking lot behind the Business Science building, not to exceed \$50,000 in cost. The recommendation was approved unanimously.*

Finally, Mr. Wright provided an overview of the agreement with Valley Metro to provide student transportation to and from campus along the bus route at no cost to the student. Also, notation was made on the updated Schedule of Reports that will be used for preparing materials for the Local Board and Finance Committee meetings.

## **EDUCATIONAL FOUNDATION**

Mr. Arend updated the board on the following:

- Attempting to raise \$7m to support a regional CCAP impacting 1,000 students will cost \$1.235m a year:
  - \$100,000 a year (\$500,000 over 5 years) for City of Salem
  - \$235,000 a year (\$1.175m over 5 years) for Roanoke City
  - \$500,000 a year (\$2.5m over 5 years) for Roanoke County
  - \$30,000 a year (\$150,000 over 5 years) for Craig County
  - \$170,000 a year (\$850,000 over 5 years) for Botetourt County
  - \$200,000 a year (\$1m over 5 years) for Franklin County
- Well on the way in Roanoke City and Salem; and the funding model of 25% from the schools, 25% from the local governments, 25% from business and industry and 25% from individuals/foundations has worked well. Each Local Board member will be asked for support of this project as well.
- Thank you to John Capps for all he has done for the college and the community and best wishes in his appointment as president.

## **IV. REPORT FROM THE CHAIR**

Dr. Lange thanked everyone for the work accomplished at the meeting. She mentioned that she and Doug Waters had represented the Local Board at the Annual State Board Meeting in Charlottesville; as well as Ed Hall representing the Educational Foundation. Mr. Hall continues to promote Virginia Western in the community as well support the college through the Foundation. Among many contributions to the college are his roles in establishing the Community College Access Program and the opening of the Career Center on campus. Dr. Lange then requested a

motion for Mr. Ed Hall to receive nomination for an honorary degree to be awarded at commencement in May 2011. This nomination needs to be presented to the state board for consideration at the March meeting.

*Mr. Jones made a motion to nominate Mr. Ed Hall for an honorary degree to be awarded at the commencement ceremony in May 2011. Mr. Hackworth seconded the motion and the motion was approved.*

**V. REGULAR MEETING ADJOURNMENT**

Dr. Lange thanked everyone for attending and noted that the next meeting will be March 17, 2011. The group photo for the website will be taken at that time. With no further business, the meeting adjourned at 12:30 pm.

Minutes submitted by: Ms. Amy Balzer

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