

VIRGINIA WESTERN COMMUNITY COLLEGE

Local Board Meeting Minutes Minutes No. 246, September 15, 2011

The Virginia Western Community College Local Board was called to order at 11:30 a.m. Thursday, September 15, 2011, in the Natural Science Center by Robert Sandel. He thanked everyone for attending and welcomed new Board member Mark Lawrence, representing Roanoke City and new Faculty Senate Representative Kristel Clark. He also welcomed staff and faculty presenters Debbie Yancey, Josh Meyer and Dan Horine.

Members Present: Dennis Cronk, Roanoke City
Forest Jones, City of Salem.....Vice Chair
Lorraine Lange, Roanoke County..... Chair
Mark Lawrence, Roanoke City
Larry Moore, Franklin County
Charles Robbins, Roanoke County
Debbie Snead, Craig County

Members Absent: Jerry Burgess, Botetourt County
William Hackworth, Roanoke City
Douglas Waters, Roanoke City

Staff Present: Amy Balzer, Administrative Assistant
Fredona Aaron, Business Manager
Kristel Clark, Faculty Senate Chair
Dan Horine, Program Head for Advanced Technology and Mechatronics
Josh Meyer, Coordinator of Marketing and Strategic Communications
Cheryl Miller, Vice President, Financial and Administrative Services
Robert Sandel, President
Kevin Witter, Director of Facilities and Planning Development
Deborah Yancey, Asst Dean and Faculty, BET Division

Guests Present: James Arend, President, Educational Foundation Board of Directors

I. APPROVAL OF MINUTES

Mr. Cronk made a motion to approve the minutes from the regular meeting of May 19, 2011 as presented. Mr. Jones 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:

- Final enrollment numbers are not in yet, but hoping to exceed the record enrollment

- experienced last fall.
- Final year of stimulus funding that has been used for much needed improvements to campus and programs.
 - Nursing litigation went before the court in June and the appeal process is currently underway. The college is hopeful for a reasonable settlement.
 - Search for vice president of Academic and Student Affairs has concluded with the selection of Dr. Tresia Samani. The college is very fortunate to have her on staff.
 - Review of capital projects currently underway and those slated to begin soon. Also briefly reviewed the funding sources.

IV. COLLEGE REPORTS AND UPDATES

ACADEMIC AND STUDENT AFFAIRS

Ms. Yancey provided update for Dr. Samani, who was attending the VCCS Academic and Student Affairs Conference. She reported on new faculty positions filled for fall semester, institutional effectiveness reporting status, academic area news, developmental education redesign, distance learning's lecture capture, student services upcoming events and workforce development's new Energy Management Program.

Ms. Yancey then provided the annual review of the Policies and Procedures for Student Conduct as required by SACS.

Mr. Moore made a motion to approve the Policies/Procedures for Student Conduct as provided in the 2011 Student Handbook. Mr. Robbins seconded the motion and the motion was approved.

Ms. Yancey reviewed the College Mission Statement and Institutional Goals noting that no changes had been made since last year.

Mr. Cronk made a motion to approve the College Mission Statement and Institutional Goals as presented. Mr. Robbins seconded the motion and the motion was approved.

Mr. Horine shared his experiences/observations in Berlin, Germany with James Smith gaining training/certification in Siemens Mechatronics Systems. The College has since partnered with the German Company Technik Akademie Berlin to offer this certification program and is the sole institution in Virginia to offer this training and certification. The certification will be offered for the first time at the end of spring semester 2012. Mr. Horine explained that the mechatronics industry currently has more jobs than students enrolled in the program, and the pay for skill is quite high for both interns and graduates. Emphasis will be placed on marketing this new certification program.

FINANCIAL AND ADMINISTRATIVE SERVICES

Ms. Miller presented the financial reports on behalf of Finance Committee Chairman Doug Waters. Local Fund Financial Reports for July 1, 2010 through June 30, 2011 noting the following:

- College began the year with \$3,146,934. Revenues of \$2,071,554 and expenses of \$2,525,615, and ending the fiscal year with \$2,692,873.

- All locality contributions were received with the exception of Salem City. \$33,722 was awarded in scholarships last year.
- College exceeded its budget for vending machine revenues by \$12,479. The expenses in President's Activities and College Activities were well within budget.
- Bookstore Commissions exceeded budget by \$94,887. Shift to textbook rentals had little or no effect on bookstore sales.
- Craig County contribution on capital construction is \$603 less than requested and Roanoke County contribution was reduced by 10%.
- College collected parking fees of \$291,393 and spent \$627,366 on the new lot behind Anderson Hall.
- College spent \$189,599 for student activities during fiscal year 2010-11.

After presentation of the financial reports by Ms. Miller, Mr. Jones made a motion on behalf of the Finance Committee to recommend board approval of the 7/1/2010-6/30/11 financial reports as presented with the notations above. Mr. Robbins seconded the motion and the recommendation was approved unanimously.

Ms. Miller then reviewed the Local Fund Financial Reports for July 1, 2011 through July 30, 2011, noting the following:

- The college began the year with \$2,692,873. For the month of July the college received \$36,911 in revenue and expended \$6,540. The college had an ending balance as of July 31, 2011 of \$2,723,244.
- While revenues and expenses are minimal for the month of July, there are a number of adjustments that have been made to the budget in order to accurately reflect year-end carryover balances from the construction fund and to properly record the expenses for the new Campus Life Center Fund.
- In the Campus Life Center Fund, the budget has been adjusted to reflect a transfer of \$368,615 from the Campus Life Center Fund to the Construction Fund. A budget has been established for fixtures, furnishings, and equipment even though these will not be purchased before 6/30/2012 and a budget has also been established for the annual debt service payment of \$642,199.

After review of the financial reports with the notations above, Mr. Jones made a motion on behalf of the Finance Committee to recommend board approval of the financial reports for July 1, 2011 through July 31, 2011. Mr. Lawrence seconded the motion and the recommendation was approved unanimously.

Finally, Ms. Miller explained that the arboretum project requires Local Board approval before going to the state board for approval as any improvement to state property requires state board approval. The total cost of this project is \$115,000 and has been funded entirely with contributions from the Friends of the Arboretum. There are no State Funds involved. The improvements that have been made are visible and much appreciated by the college. The state board will review this item at the next state board meeting.

After presentation of the City Garden deck and terrace plans, Mr. Jones made a motion on behalf of the Finance Committee to recommend board approval of the City Garden deck and terrace project at the Arboretum. Mr. Cronk seconded the motion and the recommendation was approved unanimously.

INSTITUTIONAL ADVANCEMENT

Mr. Arend updated the board on the following Educational Foundation activity:

- Search for VP of Institutional Advancement is underway. Ms. Strickland resigned to begin working with Carilion Clinic.
- Foundation Board achieved 100% and Local Board stands at 55% participation in giving to the College Access Campaign, totaling \$303,500. The goal is 100% participation from both boards.
- Efforts continue to expand CCAP to include entire service region.
 - \$50,000 grant request submitted to the Virginia Tobacco Commission to assist in funding Franklin County CCAP.
 - Salem is nearing 5-year fundraising goal and now focusing on building the endowment to support CCAP.
 - Initial meetings have been held for Craig and Botetourt County Access Programs.
 - Progress continues to be made with CCAP in Roanoke City as well.
 - Leadership gifts from LGMC and Advance Auto are being sought to support the regional CCAP.

Mr. Meyer presented the Marketing and Public Relations update noting the following:

- New marketing agency has been selected-Access. Local agency brings new energy and ideas in response to new market research.
- Spring campaign will concentrate on transfer and career opportunities.
- Review of third quarter media coverage.
- Department added Joe Collins as graphic designer, allowing increased in-house graphics productions and less reliance on outside agencies. Department growth will enable increased ability to concentrate on quality of marketing products, consistent branding, and building capacity to shape media coverage, prepare for and handle crisis communications.

V. REPORT FROM THE CHAIR

Dr. Lange thanked everyone for attending adding a reminder that the next Local Board meeting will be replaced by the Annual State Board meeting in Charlottesville, November 15-16. The next meeting at the college will be January 19, 2012.

VI. REGULAR MEETING ADJOURNMENT

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

Minutes submitted by: Ms. Amy Balzer

Minutes Approved by:

Dr. Lorraine Lange

Date