

# VIRGINIA WESTERN COMMUNITY COLLEGE

## Local Board Meeting Minutes Minutes No. 247, January 19, 2012

The Virginia Western Community College Local Board was called to order at 11:30 a.m. Thursday, January 19, 2012, in Brown Library by Lorraine Lange. She thanked everyone for attending and welcomed new members Granger Macfarlane representing Roanoke City and Jim McAden representing Roanoke County. Dr. Lange notified the group that Bill Hackworth fully retired as of December 2011. Faculty Senate Chair Kristel Clark and Staff Senate Chair Amy Maiolo were welcomed as well. Dr. Lange mentioned this meeting was intentionally held in the library during the 'grand opening' of the newly renovated first floor and encouraged everyone to take a look around after the meeting to see the new technology and modern work areas.

Members Present: Jerry Burgess, Botetourt County  
Dennis Cronk, Roanoke City  
Forest Jones, City of Salem.....Vice Chair  
Lorraine Lange, Roanoke County..... Chair  
Granger Macfarlane, Roanoke City  
Jim McAden, Roanoke County  
Debbie Snead, Craig County  
Douglas Waters, Roanoke City

Members Absent: Mark Lawrence, Roanoke City  
Larry Moore, Franklin County  
Charles Robbins, Roanoke County

Staff Present: Fredona Aaron, Business Manager  
Amy Balzer, Administrative Assistant  
Kristel Clark, Faculty Senate Chair  
Marilyn Herbert Ashton, Coordinator of Grants/Special Projects  
Rachelle Koudelik Jones, Dean of Institutional Effectiveness  
Amy Maiolo, Staff Senate Chair  
Cheryl Miller, Vice President, Financial and Administrative Services  
Tresia Samani, Vice President, Academic and Student Affairs  
Robert Sandel, President  
Kevin Witter, Director of Facilities and Planning Development

Guests Present: Katherine Elliott, Vice President, Educational Foundation Board of Directors

### I. APPROVAL OF MINUTES

*Mr. Cronk made a motion to approve the minutes from the regular meeting of September 15, 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:

- Recognized Dr. Lange for being a finalist for National Superintendent of the Year; a compliment to her and the community she serves.
- Introduced Dr. Tresia Samani, Vice President of Academic and Student Affairs. She has served in this capacity for seven months; this being her first opportunity to attend the Board meeting.
- Library renovations were funded with federal stimulus funds. This is the last year the college will receive these one-time use funds for capital improvements on campus.
- Nursing case is now in the settlement phase.
- Search for VP of Institutional Advancement has concluded with the selection of Dr. Angela Falconetti, who will begin at the college in late February. The IA area is very high profile and he is confident she will take the college to the next level.
- Reviewed capital projects currently underway and those slated to begin soon. Also briefly reviewed the funding sources for the \$26 million in capital projects on campus.
- Governor's proposed budget is very favorable to higher education, but at the expense of K-12, government localities, and Medicaid. This is the first governor in 40 years to make higher education a priority.
- A large number of students are enrolled in developmental classes. These classes are key to retaining students and making them successful.
- College must keep facilities current, offer dynamic programs of study and maintain a great reputation to remain competitive.

### **IV. COLLEGE REPORTS AND UPDATES**

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

Dr. Samani first recognized Steve Huff (program head for Communication Design) for receiving the 2011 Chancellor's Outstanding Faculty Award. He is the first VWCC faculty member to receive this honor. Also, Sarah Chitwood has been selected to chair the SACS Steering Committee for the reaffirmation process. Dr. Samani noted that the Health Professions held the first annual open house and the attendance was good. Biology is experiencing record enrollment, in addition to increased enrollments in Accounting, AST, Business, Health Information Management and Food Services Management. She thanked those that helped prepare the three developmental mathematics computer labs already in use by 700+ students. She also commented on the Learning Technology Center, Distance Learning, Student Activities, Workforce Development and Dual Enrollment.

Dr. Samani then explained that the college assesses programs each year to determine their viability and make certain that all programs are effective and productive. She reviewed with the Board information regarding the following proposals for program, certificates and specializations discontinuance and additions:

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

Associates of Applied Science:

Administrative Management Technology, Legal Administrative Management Specialization  
Horticulture Technology

Associate of Science:

Science, Medical Technology Specialization

Career Studies Certificate:

Welding, Intensive Welding Training

Emergency Medical Services-Basic Technician

Firefighting and Prevention

Interior Design

Mass Communications

Health Technology: Pre-Dental Hygiene  
Pre-Nursing  
Pre-Practical Nursing  
Pre-Radiation Oncology  
Pre-Radiography  
Pre-Surgical Technology  
Pre-Veterinary Technology

Addition of New Programs, Certificates, Specializations:

IT: Web designer, Career Studies Certificate

Technical Studies, Energy Management Specialization

\*Radiation Oncology, Associates of Applied Science - \*ratification of email vote (10/25/11)

***Mr. Jones made a motion to approve the above discontinuances and additions of programs, certificates, and specializations. Mr. Burgess seconded the motion and the motion was approved.***

Dr. Samani provided the list of proposed 2012 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.

***Mr. Waters made a motion to approve the 2012 Curriculum Advisory Committees as presented. Ms. Snead seconded the motion and the motion was approved.***

Ms. Koudelik-Jones presented an update on the SACS accreditation noting:

- 14 area high schools are now approved through SACS to offer complete programs;
- College no longer on monitoring for our Fifth Year Interim Report;
- Compliance certification is due March 2013 and workgroups have been assigned;
- College placed in class of 2014 for full reaffirmation;
- Leadership team will attend orientation training in Atlanta later this month;
- SACS site visit planned for October 2013.

## **FINANCIAL AND ADMINISTRATIVE SERVICES**

Mr. Waters presented the financial reports on behalf of Finance Committee. Local Fund Financial Reports for July 1, 2011 through November 30, 2011 noting the following:

- Locality funds will be received after the new request letters go out. Fall scholarships have been awarded (\$22,500) and spring will be awarded soon. These are based on academic merit.
- A new line item in Vending Fund will be added for WEPA Revenues. WEPA cards were purchased (\$13,060) as inventory for bookstore and expense will be recovered as they sell.
- This is final year of capital contributions from government localities to the Construction Fund for the Science and Health Professions Building.

- Campus Life Center funds continue to accrue as the student activity fees are collected. Debt financing for the building construction has been approved.
- Parking fines totaling \$1840 have been issued with \$818 collected so far. This is the first year that the college has administered the program incurring start-up costs of \$1,825. The fee structure may need to be reviewed at some point.

***Mr. Waters presented a motion on behalf of the Finance Committee to recommend Board approval of the 7/1/2011-11/30/11 financial reports as presented with the notations above. Mr. Jones seconded the motion and the recommendation was approved unanimously.***

Mr. Waters reviewed the proposed 2012-2013 Locality Request Distribution reflecting an aggregate increase of \$6,000. These requests have not increased in several years as tuition and fees have steadily increased. These funds are not to be confused with the capital funding requests that the localities have provided over the past five years toward the Science and Health Professions Building.

***Mr. Waters made a motion on behalf of the Finance Committee to recommend Board approval of the 2012-2013 Locality Request Distribution. Mr. Burgess seconded the motion and the recommendation was approved unanimously.***

## **INSTITUTIONAL ADVANCEMENT**

Ms. Herbert-Ashton presented the update on grant funding activity noting the following:

- Thanked those that assist with facilitating the grant writing, application and submittal process.
- Of the 32 grants submitted in FY 2011-2012, 24 were approved and funded, 4 are pending and 4 were not funded totaling grant funding of \$2.5 million.
- Western Virginia Regional Jail TechCareers grant provides Microsoft training and placement assistance to inmates returning to SW Virginia.
- Western Virginia Health Information Technology Education (HITE) provides training in electronic medical records management and also offers placement assistance.
- Virginia Infant and Toddler Specialist Network grant supports implementing a system to strengthen care and education programs for infants and toddlers.

Ms. Elliott provided the Educational Foundation update for Ed Hall who was unable to attend. She noted the following:

- 2011-2012 scholarship recipients and donors were recognized at the annual awards ceremony in November. Carolyn Webster was awarded 2011 Distinguished Alumni Award and Stan Lanford received the 2011 Community College Impact Award.
- Community College Access Program is serving 160 students this college year and the Foundation awarded over \$166,000 in scholarships and special funds.
- Foundation raised a total of \$897,018 in 2011.
- Foundation has secured \$2.7 million in gifts and pledges toward campaign goal of \$7million.
- Partnering with Trane for an event in fall 2012 to raise funds for CCAP.
- CAN campaign will run again in May partnering with Kroger, Stop In Stores and Advance Auto.
- 2012 CCAP applications are being accepted through March 30<sup>th</sup>.

**V. REPORT FROM THE CHAIR**

Dr. Lange announced that Charlie Robbins has agreed to fill the Finance Committee vacancy created by Bill Hackworth's retirement. 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: Richard Crites retired Biology Professor who served the college for 33 years and Patricia Prevo, retired Trainer and Instructor who served the college for 40 years. Both are very deserving of this honor.

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

Dr. Lange invited the members to the Legislative Reception in Richmond on February 15<sup>th</sup> and encouraged participation in the commencement ceremony on May 11<sup>th</sup> at 6:30pm. She thanked everyone for the work accomplished at the meeting and reminded them of the next meeting on March 15, 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: Lorraine Lange  
Dr. Lorraine Lange

3/15/12  
Date