

# VIRGINIA WESTERN COMMUNITY COLLEGE

## Local Board Meeting Minutes Minutes No. 248, March 15, 2012

The Virginia Western Community College Local Board was called to order at 11:30 a.m. Thursday, March 17, 2012, in the Natural Science Center by chairperson Lorraine Lange. She thanked everyone for attending and welcomed Dr. Angela Falconetti, the new vice president of Institutional Advancement for Virginia Western. The Board members and staff briefly introduced themselves and the area that they represent.

Members Present: Dennis Cronk, Roanoke City  
Lorraine Lange, Roanoke County..... Chair  
Mark Lawrence, Roanoke City  
Granger Macfarlane, Roanoke City  
Larry Moore, Franklin County  
Charles Robbins, Roanoke County  
Debbie Snead, Craig County

Members Absent: Jerry Burgess, Botetourt County  
Forest Jones, City of Salem.....Vice Chair  
Jim McAden, Roanoke County  
Douglas Waters, Roanoke City

Staff Present: Fredona Aaron, Business Manager  
Amy Balzer, Administrative Assistant  
Kristel Clark, Faculty Senate Chair  
Angela Falconetti, Vice President of Institutional Advancement  
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. Lawrence made a motion to approve the minutes from the regular meeting of January 19, 2012 as presented. Mr. Cronk 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:

- Formally introduced Angela Falconetti, noting that she brings extensive experience in planning and fundraising, and fully understands the community college mission. She has great people skills and is already out in the community meeting with friends and business partners of the College. Dr. Sandel feels confident that Dr. Falconetti has the knowledge and ability to take the Foundation to the next level.
- Institutional Advancement, Financial Services and Academic and Student Affairs all play into maintaining high quality standards necessary to be successful.
- House and Senate have not come together to approve the state budget yet. Both budgets are good for higher education but planning will be difficult until a budget is passed. The House budget contains Anderson Hall renovation project for \$36 million.
- Student Life Center will go out for construction bid in May and the Health Professions Building has been delayed by architectural issues. This puts the project approximately 12 months behind schedule. Contingency funds are being used until the differences are resolved in order to keep the project moving forward.
- Enrollment remains at a 2% decrease over last year with tuition increases being a factor along with students taking lighter course loads.
- College is in great shape with a strong senior leadership team.
- Nursing litigation is in the settlement phase and word should be received soon.
- Reaffirmation process is well underway and will be a unified effort within the college.

Mr. Lawrence added that Carilion is very excited about the academic partnerships between Jefferson College and Virginia Western. He reaffirmed that both possible budget scenarios are very favorable for higher education but also contain many variances and contingencies. Delays in approving the state budget holds up all tier budgeting and can become quite a problem if not approved by April.

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

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

Dr. Samani began with how pleased she is to be at Virginia Western and thanked the Board for interest in Academic and Student Affairs area. She reported on activity in the ASA area including:

- Faculty recruiting.
- Articulation agreements, both recently signed and those in progress.
- Two English students named as finalists in 52<sup>nd</sup> Annual Literacy Festival hosted by Hollins.
- Faculty are very excited to move into the new Science and Health Professions Building as the space is desperately needed.
- Developmental Education success rates are improving with the redesign of the program.
- CCAP advisor and Admissions representative have been imbedded in the high schools over the past weeks assisting students with application and enrollment processes.
- SACS reaffirmation process is in motion, and the Quality Enhancement Plan (QEP) is in the development phase. Surveys for input on possible QEP topics will be sent via email in the next week and responses will be vital to the development of this plan.

#### **FINANCIAL AND ADMINISTRATIVE SERVICES**

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

- Local Funds balance as of January 31<sup>st</sup>, 2012 was \$3,178,500.
- All local government contributions have been received. Fall scholarships have been awarded and spring scholarships will be reflected on the next financial report.
- College and President's Activities budgets have funded many special events this year and are nearing budget limits. The Finance Committee is requesting an increase in the College Activities budget from \$30,500 to \$35,000 and an increase in the President's Activities budget from \$25,000 to \$30,000 to assist in covering these additional expenses. This increase will be funded by carryover funds in Vending from last year.
- Bookstore Commission Fund reflects WEPA card expenses, which are recovered as the cards sell in the bookstore.
- Capital contributions to the Construction Fund have been received in full by all localities with the exception of Craig County who paid \$603 less.
- Campus Life Center is currently in the design approval phase and construction bids are scheduled to be accepted in May 2012.
- Parking fine revenue is less than anticipated. The Finance Committee is requesting approval to reduce the Parking Fines budget from \$15,000 to \$5,000 to more accurately estimate collections. The fine structure may need to be revisited in the near future. Also within the parking area, the motorcycle parking lot resurfacing contract has been awarded at a cost of \$214,000. Additionally, the college has spent \$32,795 for bus service to Valley Metro. Valley Metro reports 4,854 round trips to campus monthly, averaging 221 students per day.

***Mr. Robbins presented a motion on behalf of the Finance Committee to recommend Board approval of the 7/1/2011-1/31/2012 financial reports to include an increase in College Activities from \$30,500 to \$35,000; an increase in President's Activities budget from \$25,000 to \$30,000; and a decrease in the Parking Fines budget from \$15,000 to \$5,000. Mr. Moore seconded the motion and the recommendation was approved unanimously.***

Mr. Robbins discussed the continued strain on parking campus-wide. State funds cannot be used for parking lot construction and maintenance, creating increasing demand for local funding for these projects. The Finance Committee is requesting approval to increase the parking fee by \$.50/credit hour effective fall semester 2012, generating approximately \$75,780 additional funds. The College has been very conservative in the past and the parking fee can only be increased by .50 cents per academic year.

***Mr. Robbins made a motion on behalf of the Finance Committee to recommend Board approval of an increase in the parking fee of \$.50/credit hour for fall semester 2012. Mr. Lawrence seconded the motion and the recommendation was approved unanimously.***

## **INSTITUTIONAL ADVANCEMENT**

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

- Foundation has secured \$2.8 million in gifts and pledges toward campaign goal of \$7 million.
- Foundation is partnering with Trane to present The Trane Marching Band Competition tentatively scheduled for fall semester 2012. Event is designed to raise money for regional CCAP and will be competition between high schools currently participating in CCAP.
- CAN campaign will run again in May partnering with Kroger, Stop In Stores and Advance

Auto. WDBJ has agreed to be exclusive campaign media partner.

- 2012 CCAP applications are being accepted through March 30<sup>th</sup>. To date, the number of applications received has already surpassed last year's total.
- Foundation Scholarship applications are due May 18<sup>th</sup>.

Dr. Falconetti took a moment to thank everyone for the warm welcome and to let them know how pleased she is to be part of Virginia Western. She considers Virginia to be her home now and looks forward to working with the Board, faculty, staff and Dr. Sandel.

#### V. REPORT FROM THE CHAIR

Dr. Lange thanked everyone for taking the time to attend the meeting and then announced appointed members of the Local Board Executive Committee as Mr. Jones, Mr. Burgess, Mr. Moore, Ms. Snead, Mr. Cronk and Dr. Lange. This committee will be responsible for nominating the Board chair and vice chair for 2012-2014 and will present the nominees to the Board for approval at the May meeting. She asked that the Executive Committee members please stay after the full meeting. She also reminded the group that between now and the May meeting, assessment of the President's goals for 2011-2012 will be provided and the outcomes will be reviewed by the Board. From this review, a letter of evaluation to the Chancellor will be composed by Dr. Lange with input from all Board members. This will be accomplished via email and will be voted on at the May meeting. Also in May, the Board will review and consider for approval, the President's goals for 2012-2013.

Dr. Lange 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 May 17, 2012.

#### VI. REGULAR MEETING ADJOURNMENT

With no further business, the meeting adjourned at 12:45 p.m.

Minutes submitted by: Ms. Amy Balzer

Minutes Approved by:

Lorraine Lange  
Dr. Lorraine Lange

5/17/12  
Date