

VIRGINIA WESTERN COMMUNITY COLLEGE

Local Board Meeting Minutes Minutes No. 250, September 20, 2012

The Virginia Western Community College Local Board was called to order at 11:30 a.m. Thursday, September 20, 2012 by Chairperson Forest Jones. He welcomed Dr. Michael Jones, newly appointed Craig County representative to the Board. Welcomed also were Amy Maiolo representing Staff Senate and Kristel Clark representing Faculty Senate.

Members Present: Dennis Cronk, Roanoke City
Forest Jones, City of Salem..... Chair
Mike Jones, Craig County
Jim McAden, Roanoke County
Larry Moore, Franklin County
Charles Robbins, Roanoke County

Members Absent: Jerry Burgess, Botetourt County..... Vice Chair
Lorraine Lange, Roanoke County
Mark Lawrence, Roanoke City
Granger Macfarlane, Roanoke City
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
Rachelle Koudelik-Jones, Dean of Institutional Effectiveness
Amy Maiolo, Staff Senate Chair
Robert Sandel, President
Elizabeth Wilmer, Vice President, Academic and Student Affairs
Kevin Witter, Director of Facilities and Planning Development

Guests Present: Ed Hall, 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 May 17, 2012 as presented.
Mr. Moore 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:

- \$5 Million Fralin gift to college and its impact on future students and programs. The media coverage of this event was impressive.
- Introduced Dr. Elizabeth Wilmer as interim Vice President of Academic and Student Affairs.
- State of the college update, noting current enrollment percentage exceeds sister colleges at this time.
- Review of current construction projects on campus, specifically noting the health professions building will open for classes for fall semester 2013.
- Faculty and staff are key to the success of the college and students.

- SACS 10 year reaffirmation process is well underway and all areas of the college are included in this critical undertaking.

IV. COLLEGE REPORTS AND UPDATES

ACADEMIC AND STUDENT AFFAIRS

Dr. Wilmer reported on Academic and Student Affairs activity including:

- New faculty assignments;
- Added faculty position of Associate Instructor and its benefits to college;
- Financial aid back office verification processing by Tidewater CC has increased ISIRs by 23% over last year and freed up VWCC personnel for improved customer service;
- Status of Developmental Math and English Education programs;
- House Bill 1184 and its impact dual enrollment;
- Nine locality academic scholarships awarded for 2012-2013, totaling \$27,000.

A brief review of the Student Conduct Policy was given, noting the addition of the Appeals Process for Care/Threat Assessment Team Dismissal section. The Student Grievance Procedure was also reviewed with the addition of the Student Grievance Process form to be used by the student to clearly outline the steps to be taken and also to have proper documentation that these steps were followed.

Mr. McAden made a motion to approve the Student Conduct Policy and Student Grievance Procedure, both with the additions noted above. Mr. Cronk seconded the motion and the motion was approved.

The College Mission and Vision Statements and Institutional Goals (4) were presented noting no changes had been made since Board affirmation last year.

Mr. Robbins made a motion that the College Mission and Vision Statements along with the four Institutional Goals be reaffirmed. Mr. Moore seconded the motion and the motion was approved.

FINANCIAL AND ADMINISTRATIVE SERVICES

Mr. Robbins presented the financial report on behalf of Finance Committee. Local Fund Financial Reports for July 1, 2011 through June 30, 2012 were reviewed, noting the following:

- Local fund balances for June 30, 2012 are year end balances before any audit adjustments.
- Local Funds year-end balance of \$3,309,354.
- Local government contributions have been received and paid out in the form of scholarships. An additional amount of \$7054 was awarded to reduce the surplus in the account.
- The Bookstore Commission Fund's fall 2012 commissions are on track to exceed last year.
- All localities have paid the capital contribution for this year to the Construction Fund. Considerable expenses are anticipated as the Science and Health Professions Building construction continues. Design work are the only expenses thus for the Campus Life Center.
- Parking Fund's major expense was the resurfacing of the Lot 9. The collection of parking fines continues to be a challenge as well. Additionally, the Valley Metro ridership remains very popular with the students.
- The Student Activities Fund is replenished as needed from the College Services Fund and taken to a zero balance for year end.

Mr. Robbins presented a motion on behalf of the Finance Committee to recommend Board approval of the 7/1/2011-6/30/2012 financial reports as presented. Mr. Cronk seconded the motion and the recommendation was approved unanimously.

Mr. Robbins shared the Local Fund Reports from July 1, 2012 through July 31, 2012, noting the following:

- Local Funds balance on July 31, 2012 is \$3,259,921.

- Locality contribution requests have been increased by a total of \$6,000 equaling \$40,000. A few of the localities have adjusted their contributions downward due to budget issues and this will be reflected on the next statements.
- Bookstore Commissions are expected to increase along with enrollment increase. Enrollment is holding strong at this point.
- The Construction Fund will no longer report the Campus Life Center Bond Project, which will now be reported separately through the Renovate Life Center report to be provided by the VCCS.
- Science and Health Professions Building budget has been adjusted from \$1,050,000 to \$923,042 based on year-end balance.
- Campus Life Center Design Contract (ONLY) budget has been adjusted from \$172,161 to \$396,175 based on VCCS reporting and year-end balance.
- The Campus Life Center Fund debt service budget has been adjusted from \$561,609 to \$473,650 to reflect the actual payment that will be made in March 2013.
- New parking lot construction in the amount of \$293,000 will be for the new lot behind the Business Science Building. Also included in the Parking Fund is the expense for the bus service which continues to be popular with the students.

Mr. Robbins made a motion on behalf of the Finance Committee to recommend Board approval of the financial reports for July 1, 2012 through July 31, 2012, and approval of the Renovate Life Center report provided by the VCCS to provide bond summary reporting for the Student Life Center construction. Mr. Moore seconded the motion and the recommendation was approved unanimously.

Mr. Robbins and Ms. Aaron explained the proposal that the funds generated from collection of student fees (as reflected in the bond debt service and cash flow analysis) and the timing of the renovations to the Student Life Center would allow for updating the top floor of the library. Spectrum completed the designs for this renovation in previous planning and all prep work has been done. In order to shift the funds for this project, Student Activities endorsement is required (already received) along with Local Board approval.

After a brief discussion on this, Mr. Robbins made a motion on behalf of the Finance Committee to recommend Board approval to use collected student fees to fund the renovation of the second floor of Brown Library. Mr. Cronk seconded the motion and the recommendation was approved unanimously.

INSTITUTIONAL ADVANCEMENT

Mr. Hall provided the following update on behalf of the Education Foundation Board:

- Recent gift by Fralin Trust is a direct reflection of Dr. Sandel's college leadership. This gift has advanced VWCC Foundation from 14th to 3rd in assets in the VCCS, and raised the current campaign total to \$9.1 million.
- CCAP discussions are ongoing in an attempt to include all localities
- 2013 spring scholarship application process begins September 24, 2012.

Mr. Hall then shared the proposed naming resolution, tied to the \$150,000 financial commitment by Friendship Retirement Community, for two nursing labs located in the new health professions building. The nursing labs will display the names of Friendship Retirement Community Registered Nursing Lab and Friendship Retirement Community Nursing Simulation Lab.

Mr. Cronk made a motion to approve the naming resolution for Friendship Retirement Community on two nursing labs in the Center for Science and Health Professions building as proposed above. Mr. Robbins seconded the motion and the motion was approved.

Dr. Falconetti reported the following for Institutional Advancement:

- Thanked Mr. Hall and Dr. Sandel for their roles in securing the Fralin Trust gift to the College and noted that this gift is attributable to Dr. Sandel's College and community leadership.
- Grants Office awards review for July 1-September 4, 2012 total \$1,357,027.56.

- Summer and fall marketing campaigns highlighted ‘get there for less’ and get there and get to work’.
- Recent media relations and design/publications review with samples included.
- Marketing and Strategic Communications department facilitates roughly 304 events per year, noting major events over the past two months.

V. REPORT FROM THE CHAIR

Mr. Jones reviewed the Board meeting schedule, inviting all to attend the optional Annual Meeting of the State Board on November 13-14 in Richmond. The next meeting on campus is January 17, 2013 in the Natural Science Center.

VI. MEETING ADJOURNMENT

With no further business, the meeting adjourned at 1:10 p.m.

Minutes submitted by: Ms. Amy Balzer

Minutes Approved by: _____ Date
Forest Jones

