

VIRGINIA WESTERN COMMUNITY COLLEGE

Local Board Meeting Minutes Minutes No. 252, March 22, 2013

The Virginia Western Community College Local Board was called to order at 11:35 a.m. Thursday, March 22, 2013 by Chairman Forest Jones. He welcomed Ken Randolph, Secretary of the VWCC Educational Foundation and Mike Shelton, Human Resources Director for the College.

Members Present: Jerry Burgess, Botetourt County.....Vice Chair
Forest Jones, City of Salem..... Chair
Lorraine Lange, Roanoke County
Mark Lawrence, Roanoke City
Larry Moore, Franklin County
Charles Robbins, Roanoke County
Douglas Waters, Roanoke City
Granger Macfarlane, Roanoke City

Members Absent: Dennis Cronk, Roanoke City
Mike Jones, Craig County
Jim McAden, Roanoke County

Guests Present: Ken Randolph, Educational Foundation Secretary

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
Cheryl Miller, Vice President of Financial and Administrative Services
Tara Nepper, Staff Senate Chair
Mike Shelton, Human Resources Director
Elizabeth Wilmer, Vice President, Academic and Student Affairs
Kevin Witter, Director of Facilities and Planning Development

I. APPROVAL OF MINUTES

Mr. Waters made a motion to approve the minutes from the regular meeting January 17, 2013 as presented. Mr. Lawrence seconded the motion with the name correction on the evaluation letter approval motion and the motion was approved.

II. PUBLIC COMMENT

No public comment requested.

III. PRESIDENT'S REPORT

Dr. Sandel presented the college update noting the following:

- Graduating student Lindsey Narmour named PTK Top Ten All American Academic Team, selected as VCCS Valley Proteins Fellow and named as a 2013 Coca Cola Gold Scholarship recipient.
- SACS initial report has been submitted.
- Capital projects update across campus.
- Affordable Care Act has adversely impacted college adjuncts in allowable teaching loads.
- Enrollment remains flat within the community colleges; negative 4-5% is the system trend.

- State Board will consider tuition increase of approximately 4% at their March meeting for fall 2013.
- Exemplary work in Foundation has boosted assets to \$11.5 million and made CCAP region wide.

IV. COLLEGE REPORTS AND UPDATES

ACADEMIC AND STUDENT AFFAIRS

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

- Compliance Certification submitted to SACS for off-site review. On site review is Oct 1-3, 2013.
- Dual enrollment will be offered at no cost to students in college region effective fall 2013.
- Botetourt County Public Schools moving forward on STEM Academy at Greenfield Center.
- Dr. Kathryn Beard joined VWCC as Dual Enrollment Coordinator.
- Academic schools are being restructured to allow better focus on STEM-H Programs.
- Phi Theta Kappa earned 5 star ranking this year.
- Faculty members working on grant funded projects were highlighted.
- Provided update on status of grant activity in WFD.
- Linear Accelerator with on-board imaging has been installed in the Fralin Center, the first of its kind in an educational institution in the nation.
- 952 students have registered for graduation at this time.
- Reviewed VCCS proposed full time position of Associate Instructor.

Dr. Wilmer proposed the revised 2013 Nursing Curriculum Advisory Committee membership. This is the only advisory committee with revised membership since the approval at the last meeting.

Dr. Lange made a motion to approve the revised 2013 Nursing Curriculum Advisory Committee membership as presented. Mr. Waters seconded the motion and the motion was approved.

FINANCIAL AND ADMINISTRATIVE SERVICES

Mr. Waters presented the financial report on behalf of Finance Committee. Local Fund Financial Reports for July 1, 2012 through January 31, 2013 were reviewed, noting the following:

- Local Fund balance as of January 31, 2013 was \$3,555,307.
- Localities have been billed. Roanoke County's contribution will be used toward funding for their CCAP pilot program.
- WEPA commissions are well under budget.
- College Activities expenses are high due to funding many college activities and events this year.
- Transfers to the Construction Fund for the Pedestrian Bridge and to the Parking Fund for parking construction have been drawn from the Bookstore Commission Fund as reflected in the statements.
- Bookstore commissions are considerably higher than this time last year.
- Request to decrease debt service in the Campus Life Center Fund from \$561,609 to \$473,650.
- Request to increase Brown Library second floor project budget in the Construction Fund from \$465,000 to \$476,000 due to cost of asbestos removal.

Mr. Waters presented a motion on behalf of the Finance Committee to recommend Board approval of the 7/1/2012-1/31/2013 financial reports as presented including the decrease in debt service in Campus Life Center Fund to \$473, 650 and increase in Brown Library second floor project in Construction Fund to \$476,000. Mr. Moore seconded the motion and the motion was approved unanimously.

Mr. Waters reviewed the Renovate Life Center 286-1783 report as of January 31, 2013, generated by the VCCS to track the Campus Life Center Bond Project. This VCCS report is in lieu of in-house reporting through the Construction Fund.

After a brief discussion, Mr. Waters presented a motion on behalf of the Finance Committee to recommend

Board approval of the Campus Life Center Bond Project Summary Report. Mr. Burgess seconded the motion and the motion was approved unanimously.

Mr. Waters presented the 2012/2013 tuition rate/fee schedule and the Schedule of FY 2013 Mandatory Non-E&G Fees for the VCCS. He then shared the VWCC Proposed Fee Increases for Fall 2013 along with history of Local Board approved fee increases over the past five years. Discussion took place on the continued need for additional parking and lot maintenance, as well as the desire to expand and enhance programming in the new Campus Life Center building.

Mr. Waters presented a motion on behalf of the Finance Committee to recommend Board approval of the request to increase the parking fee by .50 and increase student activity fee by .50. Mr. Robbins seconded the motion and recommendation was approved unanimously.

INSTITUTIONAL ADVANCEMENT

Mr. Randolph provided the following update on behalf of the Educational Foundation Board, noting the following:

- Net assets of \$11,481,093 as of January 31, 2013.
- CCAP will cover the entire service district for the first time since its inception in 2009. Dr. Sandel and Dr. Falconetti were acknowledged for their fantastic teamwork in pulling this together. Emphasis now will be on retention and success of the students.
- 2013-14 academic year scholarship application process will run from March 1-May 17, 2013.

Mr. Randolph then proposed a revision to the naming of the new building to 'The Horace G. and Ann H. Fralin Center for Science and Health Professions' to be referred to as 'The Fralin Center for Science and Health Professions' on signage and marketing materials.

Mr. Macfarlane made a motion to approve the revised naming resolution for 'The Horace G. and Anne H. Fralin Center for Science and Health Professions' as amended above. Mr. Moore seconded the motion and the motion was approved.

Dr. Falconetti reported the following for Institutional Advancement:

- Grants Office secured \$2.5 million in grant funding for fiscal year 2012.
- College's 2014-2015 strategic plan will be developed in a collaborated effort between Institutional Advancement, Institutional Effectiveness and Academic and Student Affairs, with a target completion date of November 2013.
- The Strategic Planning Steering Team will host a Strategic Planning Summit to review and advance college-wide planning to guide institutional success over the next two years.
- Review of the numerous Marketing/advertising pieces including publications, recruitment campaigns, 304 events on campus this year and over 200 media releases. 37 published media pieces have been published since January 2013.

V. REPORT FROM THE CHAIR

Mr. Jones reviewed the Board meeting schedule, encouraging all to participate in Commencement on May 10th at 6:30pm in the Salem Civic Center. The presidential/college goals evaluation process will take place during April in preparation for the May meeting. The next meeting is May 16, 2013 in the Natural Science Center.

VI. NEW BUSINESS

Mr. Shelton presented the VWCC Policy on Weapons, required as a result of State Board adoption of new 'Regulation on Weapons' during their January 2013 meeting. College policies must conform

to this new regulation. Specific changes from previous policy were highlighted and it is noted that communication will be the key to the success of this policy

Mr. Robbins made a motion to approve the VWCC Policy on Weapons as presented. Mr. Lawrence seconded the motion and the motion was approved.

Mr. Shelton provided a synopsis of the VWCC Crisis Management Plan, which has been majorly revised since 2008. A Campus Safety and Security Committee was created to assist in the revision and ensure its relevance. Major new points of the policy were discussed. The Code of Virginia requires that the governing board adopt emergency operations plans for colleges and universities.

Mr. Lawrence made a motion to approve the resolution of adoption for VWCC Crisis Management Plan as presented. Dr. Lange seconded the motion and the motion passed unanimously.

VII. MEETING ADJOURNMENT

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

Minutes submitted by: Ms. Amy Balzer

Minutes Approved by:

Forest Jones

Date