

VIRGINIA WESTERN COMMUNITY COLLEGE

Local Board Meeting Minutes

Minutes No. 253, May 16, 2013

The Virginia Western Community College Local Board was called to order at 11:40 a.m. Thursday, May 16, 2013 by Chairman Forest Jones. He welcomed Dr. Annette Chamberlin representing Faculty Senate and Amy Maiolo representing Staff Senate. He also welcomed Ed Hall, President of the VWCC Educational Foundation and Reginald Walker representing Facilities Management.

Members Present: Jerry Burgess, Botetourt County.....Vice Chair
Forest Jones, City of Salem..... Chair
Lorraine Lange, Roanoke County
Mark Lawrence, Roanoke City
Jim McAden, Roanoke County
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

Guests Present: Ed Hall, Educational Foundation President

Staff Present: Fredona Aaron, Business Manager
Amy Balzer, Administrative Assistant
Annette Chamberlin, Faculty Senate Chair
Angela Falconetti, Vice President, Institutional Advancement
Amy Maiolo, Staff Senate Chair
Cheryl Miller, Vice President, Financial and Administrative Services
Robert Sandel, College President
Reginald Walker, Facilities Management Project Manager
Elizabeth Wilmer, Vice President, Academic and Student Affairs

I. APPROVAL OF MINUTES

Mr. Lawrence made a motion to approve the minutes from the regular meeting March 22, 2013 as presented. Mr. Robbins seconded the 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:

- College concentrating on mission of greater student success rates and having a greater impact on the community.
- Over 1000 graduates for this year with 650+ participating in Commencement.
- Occupancy of CSHP building should be approved by end of month with classes to start in August; Student Life Center construction well underway; and Anderson Hall has been approved by system office to be replaced (\$34 million) however location of the new building is yet to be determined.
- Review of approval votes collected via email (April 16, 2013): tuition differential of up to \$1.35 per credit hour for in-state and out-of-state students, effective Fall 2013 to cover additional 2% teaching faculty salary

increases; and approval of campus signage design and location (PPT was shown to display these designs).

Dr. Lange made a motion to ratify approval of the \$1.35 tuition differential per credit hour for in-state and out-of-state students effective Fall 2013 to support teaching faculty salary increases. Mr. Robbins seconded the motion, and the motion passed unanimously.

Mr. Waters then made a motion to ratify approval of the campus signage designs and anticipated locations of these signs. Mr. Lawrence seconded the motion and the motion passed unanimously.

Dr. Sandel reviewed the outcomes for the 2012-2013 college goals noting that underserved populations enrollment has increased even though overall enrollment is down from last year system-wide. He also noted that the energetic and creative marketing team has been very successful with marketing plans and strategies. The college is responding to the community's needs through new and revised academic programs and is a national leader in developmental studies thus improving students' success. Dr. Sandel also commented on the great success of the Educational Foundation for exceeding its fundraising goal by 472%. He shared continued efforts with Campus Preparedness plans and procedures.

Mr. Burgess made a motion to approve the 2012-2013 College Goals Outcomes as presented. Mr. Robbins seconded the motion and motion passed unanimously.

Dr. Sandel reviewed the new 2013-2014 College Goals, intentionally designed to align with the Chancellor's Goals and the VCCS strategic plan, *Achieve 2015-Take Two*.

Dr. Lange made a motion to approve the 2013-2014 College Goals. Mr. McAden seconded the motion and the motion passed unanimously.

IV. COLLEGE REPORTS AND UPDATES

ACADEMIC AND STUDENT AFFAIRS

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

- Signed Guaranteed Admission Agreement with JMU. This agreement is exclusive to VWCC.
- SACS off-site team is reviewing the Compliance Certification submitted in March. Results should be received late May.
- QEP manager will be Jenifer Kurtz for the implementation process.
- Lindsey Narmour, Coca-Cola Scholar and All-USA Academic Team winner, has received the Jack Kent Cooke Foundation Scholarship (\$30,000 per year for three years).
- Dr. Kathryn Beard, Dual Enrollment Coordinator, received Chancellor's Fellowship Grant to fund Dual Enrollment Projects.
- Nursing program is thriving with 115 students admitted for fall semester.
- Spring Fling had over 900 pieces of student art for the annual Spring Fling Art Show.
- Phi Theta Kappa has been named a 5 star chapter.
- 1137 degrees were awarded with 601 students participating in commencement. 125 viewed the graduation streamline video with 647 views as of last week, and 476 likes on Facebook.

Dr. Wilmer then proposed the request for discontinuance of the Radiation Oncology Certificate Program, which is being replaced by the Associate of Applied Science in Radiation Oncology already approved by the State Board and SCHEV.

Mr. Waters made a motion to approve the discontinuance of the Radiation Oncology Certificate Program. Dr. Lange 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 March 31, 2013 were reviewed, noting the following:

- Local Fund balance as of March 31, 2013 was \$3,192,651.
- Localities have been billed. Botetourt and Craig County payments have not been received. Roanoke County's contribution will be applied toward CCAP.
- Vending and Auxiliary Fund revenues are well under budget, College Activities and President's Activities expenses are under budget and Bookstore commissions are considerably higher than this time last year.
- Campus Life Center Phase II budget will be established in the Construction Fund in the next fiscal year.
- Parking Lot 15 bid has not been awarded as bids were much higher than anticipated. Negotiations will continue. Suggestion from board member to discuss partnering with Roanoke City to share costs of construction and waste water management.
- Request to **increase Lot 8E sidewalk project in Parking Fund by \$8,000** due to bad soils and extra gravel being needed.

Mr. Waters presented a motion on behalf of the Finance Committee to recommend Board approval of the 7/1/2012-3/31/2013 financial reports as presented including the increase of \$8,000 for Lot 8E sidewalk project in the Parking Fund. Mr. Moore seconded the motion and the motion was approved unanimously.

Mr. Waters then reviewed the proposed budget for fiscal year 2013-2014. The proposed budget is based on estimates from March through June for year-end totals and continued enrollment trend. Adjustments will be made in the fall after realizing actual end of year totals. The following items were discussed:

- Contributions are currently being reviewed by each locality. Roanoke City has confirmed their amount and Roanoke County's contribution will go toward CCAP. The locality scholarship amount has been reduced in anticipation of decreased contributions.
- Vending revenues have been decreased due to less soft drink sales experienced recently.
- Bookstore commissions increased as the revenues are expected to exceed budget this year.
- Construction Fund will no longer receive capital payments from the localities and Campus Life Center Phase II line item will be established. Residual expenses are expected to complete construction projects currently underway.
- Parking Fund revenues are adjusted to reflect \$.50 fee increase combined with reduced dual enrollment fees collected. Parking lot 15 repayment will be made once funds have been collected and negotiations are complete.
- Student Activities Fund revenues increased to include dual enrollment calculation and fee increase.

Mr. Waters presented a motion on behalf of the Finance Committee to recommend Board approval of the proposed 2013-2014 Local Funds Budget as presented. Dr. Lange seconded the motion and the motion was approved.

Mr. Waters reviewed the Renovate Life Center 286-1783 report as March 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.

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.

INSTITUTIONAL ADVANCEMENT

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

- Thanked Dr. Sandel for stellar leadership exemplified by the level of gifts received by the College.
- College Access Campaign as of May 2013 is \$10,378,254.
- Foundation aims to raise \$1,179,085 in operating funds to effectively administer the CCAP within the next three years.
- Number of CCAP applicants doubled with the addition of Botetourt, Craig and Roanoke Counties.
- Academic scholarship applications being accepted through May 17th and can be found online.

- Trane Music Festival on March 16th was very successful with 500+ in attendance.

Mr. Hall then proposed the formal naming for the culinary program as the Al Pollard Culinary Program. This naming has been approved by the Educational Foundation Board on February 12, 2013. The Pollard Foundation has been a terrific supporter of the program and plans to continue to do so.

Dr. Lange made a motion to approve the naming for Al Pollard Culinary Program. Mr. Lawrence 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 and as of July 1, 2012 has managed 31 grants totaling \$5.4 million.
- College's 2014-2015 strategic plan will be developed with a target completion date of November 2013. IA hosted the Strategic Planning Summit in April including 58 college representatives. This plan will bridge current strategic plan to Achieve 2015. Then the process will begin again for a five year plan.
- Samplings of the many Marketing pieces were provided for review. A new TV commercial is being produced and there have been 75 news releases in 2 months.
- Major upcoming event will be the formal announcement of the naming for the Fralin Center. This event will take place in late October and signage being present is critical.

V. REPORT FROM THE CHAIR

Mr. Jones reviewed the Board meeting schedule and thanked those that participated in Commencement. The July meeting is cancelled due to lack of meeting content and the next meeting will be September 19th at 11:30am.

Mr. Burgess made a motion that the Board move into closed session at 1:05 p.m .to discuss personnel matters as per Section 2.2-3711 of the Code of Virginia. Dr. Lange seconded the motion and the motion was unanimously approved.

The Board then moved into closed session.

Mr. Burgess made a motion for the Board to move from closed session to regular session, reaffirming that the matters discussed in closed session were only those identified in the motion as personnel. Dr. Lange seconded the motion and the motion was approved by roll call:

***In favor: Moore, Robbins, Lange, Lawrence, Burgess, Macfarlane, McAden, Jones
Absent: Cronk, M. Jones, Waters***

Mr. Jones called the meeting back to order at 1:12 p.m.

Mr. Moore made a motion to approve the Local Board evaluation letter to the Chancellor to be included with the 2012-2013 Goals Outcomes and 2013-2014 Goals. Dr. Lange seconded the motion and the motion was approved unanimously.

VI. MEETING ADJOURNMENT

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

Minutes submitted by: Ms. Amy Balzer

Minutes Approved by:

Forest Jones

Date