

3. SECRETARIAL SCIENCE WORD PROCESSING PROGRAM

Mr. Gentry outlined the proposed Secretarial Science Word Processing Program and advised that this option in the Secretarial Science offerings would require no additional equipment or faculty.

Mr. Anderson made a motion and Mrs. Stone seconded that:

The VWCC Board approve the offering of the Word Processing option in the Secretarial Science Program.

The motion was unanimously approved.

4. STUDENT FINANCIAL AID AUDIT

The Department of Health and Human Services requires an audit of various student loan funds (Nursing Student Loan, College-Work-Study, Pell Grant, etc.) by an independent auditor every two years. Copies of this year's recommendations by the auditors and the college's response were distributed to the Board members, and Mr. Blalock discussed several of the points.

5. LOCAL POLITICAL SUBDIVISION BUDGET REQUEST

Mr. Blalock reviewed the 1983-84 local political subdivision budget request of \$8,500, which includes \$5,000 for student scholarships and \$3,500 for site improvements. The requested contributions from each of the six subdivisions are based on the percentage of students enrolled at Virginia Western from each locality, population of each of the service areas, and the real estate evaluation of the individual subdivisions.

Mr. Anderson made a motion and Mrs. Etzler seconded that:

The VWCC Board approve the 1983-84 Local Political Subdivision budget request in the amount of \$8,500 as presented.

The motion was approved unanimously.

Reporting on the student scholarships awarded from the 1982-83 subdivisions' contributions, Dr. Nickens advised that scholarships were granted to eight full-time students who maintained an average grade point average of 3.51 at the end of the fall quarter.

6. PRESIDENT'S REPORT

- a) Educational Foundation report -- Mr. Emick reported that to date \$40,000 has been raised through the Foundation

and that several nursing scholarships have been awarded from interest gained from a restricted contribution of debentures.

Also, partial assistance has been granted to some of the requests for faculty and staff development as approved by a Foundation Committee. A Lab Safety course is now being offered for faculty, staff, and members of the community through the Foundation.

- b) Winter enrollment figures -- information was distributed pertaining to the winter enrollment figures as of this date. Currently, 4,949 students are enrolled, and final figures are expected to exceed 5,000.
- c) Governor's actions -- an overview of the Governor's recommended budget was distributed. It included proposed cuts and severity index.
- d) Academic report - Word Processing -- Mrs. Brown explained the importance of this program to the students and to the community and outlined the possibilities offered by the program. Mrs. Brown invited the Board members to the word processing classroom to view the operation of the various equipment.

7. ADJOURNMENT

With no further business on the agenda, the meeting adjourned at 4:20 p.m.

APPROVED:

Charles L. Downs
Charles L. Downs, Executive Secretary

March 15, 1983
Date