

## VIRGINIA WESTERN COMMUNITY COLLEGE

### BOARD MEETING #173

The Virginia Western Community College Board met on Thursday, January 19, 1995, at 3:30 p.m. in the President's Conference Room in Fishburn Hall on the North Campus of the college.

**MEMBERS PRESENT:** Mr. Stan Lanford  
Dr. Charles Downs, Executive Secretary  
Mrs. Jean Glontz  
Mr. Geoffrey Ottaway  
Mr. Robert Patterson  
Mr. Bill Reid  
Mr. Byron Smith

**MEMBERS ABSENT:** Mrs. Betty Corvin  
Mr. George Daniels  
Mrs. LaVerne Dillon  
Mrs. Margaret Grayson  
Mr. Jimmy Morris

**STAFF PRESENT:** Mr. Dwight Blalock, Dean of Financial and  
Administrative Services  
Dr. Mark Emick, Assistant to the President  
Dr. Robert Harrell, Dean of Academic Affairs  
Mr. Wayne Michie, Chair of Engineering/Industrial  
Technologies Division  
Ms. Brenda Shepherd, Secretary

1. **CALL TO ORDER**

Mrs. Glontz called the meeting to order at 3:30 p.m. She announced that Mrs. Margaret Grayson has been appointed to the Board to fill the vacant Roanoke City seat. On behalf of the Board, she welcomed Mr. Stan Lanford, the Roanoke County representative recently appointed to the Board.

**2. MINUTES OF THE SEPTEMBER BOARD MEETING**

A motion was made by Mr. Reid and seconded by Mr. Lanford that:

*The VWCC Board approve the minutes of the September 15, 1994, meeting as written.*

The motion was unanimously approved.

**3. COMMITTEE REPORTS**

a. Mr. Blalock provided the report from the Investment Policy Committee and noted that the investment policy cannot be changed without action by the State Board. A suggestion was made that a copy of the letter which the Board sent to Mr. Robert Crouch be sent to the State Board Chair. Dr. Downs will follow up with Mr. Crouch.

b. Mr. Ottaway presented the draft of the policy which the Expenditure Guidelines Committee prepared establishing guidelines for the expenditure of the funds in the President's Activities Budget. The question of the legal liabilities of the Local Board members was discussed; Dr. Downs will request information from the Attorney General's Office and report back to the board.

A motion was made by Mr. Reid and seconded by Mr. Lanford that:

*The VWCC Board adopt the expenditure guidelines policy as presented.*

The motion was unanimously approved.

**4. LOCAL POLITICAL SUBDIVISION BUDGET REQUESTS**

Mr. Blalock explained that we traditionally ask the local political subdivisions for money to annually award scholarships to deserving students who attend Virginia Western. He explained the distribution formula and presented the figures for 1995-96 for the Board's consideration.

A motion was made by Mr. Patterson and seconded by Mr. Ottaway that:

*The VWCC Board approve requesting \$15,600 from the local political subdivisions to award ten full-time scholarships to Virginia Western students. The proportions are to be calculated*

*using the distribution formula presented.*

The motion was unanimously approved.

Dr. Downs explained that when the college undertakes construction projects, the State will fund only the cost of the building. All requisites five feet beyond the building are the responsibility of the college. Traditionally, we ask the local political subdivisions to contribute to these projects. Mr. Blalock explained that the college this year needs to address three improvement projects--better parking accessibility, the addition of parking spaces, and the construction of a storm water retention facility (as mandated by the State of Virginia) for currently funded construction projects. The estimated cost of these three projects is \$500,000. The proposed sources of funding include the College Service Fee Account, the Local Capital Outlay Account (source is the College Bookstore profits), and the request of funds from local political subdivisions.

A motion was made by Mr. Reid and seconded by Mr. Patterson that:

*The VWCC Board approve the three projects as presented and approve the proposed funding for these projects, including the request of \$196,340 from the local political subdivisions. The amount to request from each subdivision is to be calculated using the prescribed distribution formula presented.*

The motion was unanimously approved.

5. **PROPOSED LAY ADVISORY COMMITTEES**

Lists of the membership of the following Lay Advisory Committees were previously mailed to the Board members for their consideration:

- Administration of Justice
- Architectural/Civil Technology
- Business-Industrial Supervision
- Business Technology
- Commercial Art
- Continuing Education
- Dental Hygiene
- Early Childhood Development/Child Development
- Electrical/Mechanical Engineering Technology
- Fire Science
- Food Service Management

Horticulture Technology  
Legal Assistant  
Medical Transcriptionist  
Mental Health Technology  
Motorcycle  
Nursing  
Nurse Aide  
Occupational Safety  
Radio/Television Production  
Radiologic Technology  
Sign Language

Dr. Harrell noted that these committee members are crucial to the welfare of the college and provide invaluable information in fulfilling the mission of the college in the community.

**A motion was made by Mr. Patterson and seconded by Mr. Lanford that:**

*The VWCC Board approve the Lay Advisory Committees as presented.*

The motion was approved unanimously.

6. **PROPOSED NEW CURRICULUM PROGRAMS**

Dr. Harrell introduced Wayne Michie, Chair of the Engineering/Technologies Division, who presented two curriculum proposals. The first proposal was the addition of an Associate in Applied Science Degree in Railroad Operations. This curriculum is the direct response to a complex, industry-wide need for education and training and was requested by Class I North American railroads. This degree will produce a pool of graduates from which all railroads could hire and would offer current railroad employees opportunities to update their skills. Mr. Michie explained that the only additions to the current offerings would be that of assigning an existing faculty member the responsibility for administering the curriculum and hiring four adjunct faculty to teach one class each. The addition of this curriculum will be an economic development asset to the community, will enhance enrollment, and is an excellent opportunity to begin a partnership with the railroads.

**A motion was made by Mr. Smith and seconded by Mr. Lanford that:**

*The VWCC Board approve the implementation of the Associate in Applied Science Degree in Railroad Operations and the*

*selected Lay Advisory Committee members as presented.*

The motion was unanimously approved.

Mr. Michie presented a Career Studies Certificate in Environmental Science and Technology for approval by the Board. He explained that the program is primarily continuing education in nature, is industry driven for certification purposes and continuing education, and follows a national trend toward more education in the environmental areas. No increase in full-time faculty is anticipated.

A motion was made by Mr. Ottaway and seconded by Mr. Patterson that:

*The VWCC Board approve the implementation of the Career Studies Certificate in Environmental Science and Technology and the selected Lay Advisory Committee members as presented.*

The motion was unanimously approved.

7. **PRESIDENT'S REPORT**

Mrs. Glontz reported that the November State Board meeting was an excellent meeting. She mentioned that another Local Board Chair has suggested that a newsletter be developed among all the community college boards for the purpose of learning about the activities of the other colleges. She also reported that the Chancellor mentioned that he will be doing some fundraising in various localities; Dr. Downs will provide further details at the next meeting.

Mrs. Glontz thanked the members for attending the meeting and for their work on the committee assignments.

10. **ADJOURNMENT**

With no further business on the agenda, Mr. Lanford moved and Mr. Patterson seconded the motion that the meeting adjourn at 4:45 p.m.

APPROVED:

March 20, 1995  
Date

Charles Downs  
Executive Secretary