

## VIRGINIA WESTERN COMMUNITY COLLEGE

### BOARD MEETING 183

The Virginia Western Community College Board met on Thursday, January 16, 1997, at 3:30 p.m. in the President's Conference Room in Fishburn Hall on the North Campus of the college.

**MEMBERS PRESENT:** Mr. James Arend  
Mrs. Betty Corvin  
Dr. Charles Downs, Executive Secretary  
Mrs. Margaret Grayson  
Mr. Stan Lanford  
Mr. Jimmy Morris  
Mr. Geoffrey Ottaway  
Mr. Robert Patterson, Chair  
Mr. William Reid  
Mrs. Audrey Wheaton

**MEMBERS ABSENT:** Mr. George Daniels  
Mrs. LaVerne Dillon

**STAFF PRESENT:** Dr. J. Andrew Archer, Dean of Academic and  
Student Affairs  
Mr. Dwight Blalock, Dean of Finance and  
Administrative Services  
Dr. Mark Emick, Assistant to the President  
Ms. Brenda Shepherd, Secretary

#### 1. CALL TO ORDER

Mr. Patterson called the meeting to order at 3:30 p.m.

#### 2. MINUTES OF THE SEPTEMBER 19, 1996, BOARD MEETING

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

**The VWCC Board approve the minutes of the September 19, 1996, meeting as written.**

**The motion was unanimously approved.**

### **3. LOCAL POLITICAL SUBDIVISION BUDGET REQUESTS**

Dr. Downs reported on the status of our locality requests, noting that last year we requested \$15,600 for scholarships and \$175,000 for South Campus Plaza Improvements. He reported that all localities approved our request with the exception of Roanoke County as per the attached letter from Dr. Harry C. Nickens, Board of Supervisors. Mr. Lanford mentioned that he had discussed the matter with Roanoke County officials and that their rationale was that this request was not for site development purposes, and therefore could not be funded. He and Mr. Arend noted that they will both speak with Roanoke County officials to reiterate the need for the improvements.

Dr. Downs reviewed a list of proposed projects (attached) and the proposed funding source from local funds. After discussion, the board endorsed all of the proposed projects as necessary for the benefit of the students of the college. Information relative to these projects was provided prior to the meeting to the Mr. Lanford and Mrs. Wheaton, members of the Board Facilities Committee.

To assist in the funding of the projects,

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

**The college request funding from the localities for \$23,530 for site development funds for the Natural Science Center and \$134,000 for related sidewalk improvements in addition to the \$15,600 for student scholarships (a total request of \$173,130).**

**The motion was unanimously approved.**

It was noted that the first three projects as well as the traffic signal were already obligated.

### **4. PROPOSED LAY ADVISORY COMMITTEES**

Lists of the membership of the following Lay Advisory Committees were distributed for consideration:

- Acting
- Administration of Justice
- Building Construction Trades
- Business-Industrial Supervision
- Business Technology
- Commercial Art
- Construction Technology

Dental Hygiene  
Early Childhood Development  
Electrical/Mechanical Engineering Technology  
Fire Science  
Food Service Management  
Horticulture Technology  
Legal Assisting  
Medical Transcriptionist  
Mental Health Technology  
Motorcycle  
Nursing  
Occupational Safety  
Practical Nursing  
Radio/Television Production  
Radiologic Technology  
Railroad Operations Technology  
Sign Language

Dr. Archer noted that these committee members provide guidance and counseling as to the needs of employers as well as recommendations about the respective curricula. He mentioned that the membership is reviewed each year by the faculty, who make recommendations for renewals and new appointments.

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

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

**The motion was unanimously approved.**

## **5. CURRICULUM COMMITTEE RECOMMENDATIONS**

Dr. Archer noted that a request has been made by local theater groups and other interested persons for Virginia Western to offer a career studies program in Acting. The certificate program, which already has been approved by the local Curriculum Committee and Lay Advisory Committee, will require use of only part-time faculty members, thereby generating very little additional expense to the college.

**A motion was made by Mrs. Wheaton and seconded by Mr. Arend that:**

**The VWCC Board approve the request to offer a Career Studies Certificate in Acting at VWCC.**

**The motion was unanimously approved.**

Dr. Archer submitted a request for discontinuance of the Environmental Science and Technology Career Studies Certificate. He noted that the request is being made due to low enrollment and an insufficient number of majors to sustain the program. He also mentioned that we will continue to offer in-service courses when requested.

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

**The VWCC Board approve the discontinuance to the Environmental Science and Technology Career Studies Certificate.**

**The motion was unanimously approved.**

Dr. Archer submitted a request for discontinuance of the Legal Assistant Certificate. He noted that this request is being made because the college also offers an AAS degree in Legal Assisting which has been approved by the American Bar Association and will thereby more effectively meet the needs of our students.

**A motion was made by Mr. Morris and seconded by Mrs. Grayson that:**

**The VWCC Board approve the discontinuance of the Legal Assistant Certificate Program.**

**The motion was unanimously approved.**

Dr. Archer informed the Board members that the State Board approved our request to offer a Certificate Program in Practical Nursing beginning Fall 1997 Semester. He thanked the board members for their timely response which enabled us to present the request at the December meeting of the State Board.

## **6. PRESIDENT'S REPORT**

- Mr. Patterson informed the Board members that the State Board requires that Presidential goals be established and evaluated each year by the Local Board. Toward that end, he noted that a committee (composed of Geoffrey Ottaway and himself) had met to review the accomplishments of the past year and to establish goals for the coming year. He noted that the committee recommends the approval of the assessment of the 1996 goals and the goals established for 1997. Mr. Lanford suggested that figures be included to support the accomplishment of 1996 President's Goal II.

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

**The VWCC Board approve the 1996 President's Goals Achievements as presented, with the addition of the information suggested by Mr. Lanford.**

**The motion was unanimously approved.**

**A motion was made by Mrs. Wheaton and seconded by Mr. Reid that:**

**The VWCC Board approve the President's Proposed Goals for 1997.**

**The motion was unanimously approved.**

- Dr. Downs informed the board members that Virginia Western currently is working to secure a \$500,000 appropriation from the General Assembly to construct a college services facilities building.
- Dr. Downs mentioned that the feasibility study regarding use of the downtown Norfolk/Southern building as a higher education center has been completed. The results indicated that there is interest in establishing a higher education center in Roanoke and the engineering study indicated that using the proposed building would be feasible. Dr. Downs noted that prior to the request made by the City of Roanoke to use the Norfolk/Southern building, we had proposed the construction of a center here on our campus. He also noted that if the Norfolk/Southern building comes to fruition, we would make use of it to provide training for businesses and industries.

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

APPROVED:

March 29, 1997  
Date

Charles H. Downs  
Executive Secretary