

## VIRGINIA WESTERN COMMUNITY COLLEGE

### BOARD MEETING 206

The Virginia Western Community College Board met on Thursday, January 17, 2002, 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, Chair  
Ms. Margaret Grayson  
Ms. Harriet Lewis  
Mr. Randy Rakes  
Mr. Richard Shoemaker

**MEMBERS ABSENT:** Mr. Stan Lanford  
Mr. George Logan  
Mr. Geoffrey Ottaway  
Mr. Michael F. Urbanski  
Ms. Audrey Wheaton  
Mr. Bill Wilcher

**STAFF PRESENT:** Dr. Robert Sandel, Executive Secretary  
Dr. J. Andrew Archer, Dean of Academic  
and Student Affairs  
Mr. Dwight Blalock, Dean of Financial and  
Administrative Services  
Ms. Emily Henning, Administrative Officer of Development  
Ms. Brenda Shepherd, Secretary

#### 1. CALL TO ORDER

Mr. Arend called the meeting to order at 3:35 p.m. He informed the members that he would be accompanying Dr. Sandel and two other Virginia Western staff members to Richmond for the annual VCCS Community College Day on January 22. All colleges in the system participate in Community College Day, taking advantage of

the opportunity to visit with area legislators to help inform them of the needs of system as well as individual college needs.

## **2. MINUTES OF THE SEPTEMBER 20 2001, BOARD MEETING**

**A motion was made by Mr. Rakes and seconded by Ms. Grayson that:**

**The VWCC Board approve the minutes of the September 20, 2001, meeting as written.**

**The motion was unanimously approved.**

## **3. HONORARY DEGREE**

Mr. Arend noted that the Local Board has the authority to award honorary associate degrees to individuals who have contributed significantly to the community college. Mr. Gordon Willis, Sr., is a community leader who has been a dedicated champion of the community college system. It has been suggested that the college formally acknowledge his dedication and support by awarding him an associate degree.

**A motion was made by Ms. Lewis and seconded by Mr. Shoemaker that:**

**The VWCC Board approve awarding an honorary associate degree to Mr. Gordon Willis, Sr., at the graduation ceremony in May 2002.**

**The motion was unanimously approved.**

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

Lists of the proposed membership of the following Lay Advisory Committees were distributed:

Administration of Justice  
Automotive Analysis and Repair  
Aviation

Building Construction Trades  
Business Technology  
Business-Industrial Supervision

Communication Design  
Computer and Electronics and Mechanical Engineering  
Construction Technology  
Dental Hygiene  
Dental Hygiene--VWCC/DCC Joint Venture  
Early Childhood Development  
Education Secretary  
Fire Science  
Food Service Management  
Horticulture Technology  
Inventory Control Management & Occupational Safety  
Legal Assisting  
Massage Therapy (Massotherapy)  
Medical Transcriptionist  
Mental Health Technology  
Motorcycle  
Nursing  
Practical Nursing  
Radiography  
Radio/Television Production  
Sign Language

Dr. Archer noted that Lay Advisory Committees provide input from the business community for any curriculum that trains students to go directly into the job market. These committee members provide guidance as to the needs of perspective employers as well as recommendations about curricula components. He mentioned that faculty members, who recommend membership renewals and appointments, review the membership annually. It was noted that these members not only reinforce the quality of our programs, but also are a good marketing and public relations link to the community.

**A motion was made by Mr. Shoemaker and seconded by Ms. Grayson that:**

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

**The motion was unanimously approved.**

## 5. INVESTMENT POLICY

Mr. Blalock presented the proposed revisions to the investment policy and noted that the State Board for Community Colleges requires that each college have an investment policy in place. He noted that revisions are being proposed in two areas: the length of the investment term requiring board approval and the addition of a "safe keeping" statement. In light of recent developments in the market, longer terms of investment generally will provide the opportunity for a better return on investments. Therefore, it is being recommended that College Board approval be required for investments of more than 60 months rather than the current 24 months, thereby leaving more investment options available on a regular basis. The addition of a safe keeping statement will meet a newly established requirement.

**A motion was made by Ms. Grayson and seconded by Mr. Rakes that:**

**The VWCC Board approve requiring College Board approval for investments of more than 60 months (rather than 24 months) and approve the addition of the "Safe Keeping of Investment Instruments" statement as presented.**

**The motion was unanimously approved.**

## 6. 2002-2003 LOCALITY BUDGET REQUESTS

Mr. Blalock explained that the Board typically makes an annual request of area governments in our service region to provide scholarship funds and, when appropriate, funds for site development in capital projects. He noted that the request for scholarship funds is being increased by \$4,000 this year. Site development funds will be needed for a covered walkway connector between Anderson and Brown Halls and for sidewalk improvements on campus. Mr. Blalock explained the distribution formula used to determine the allocation of these requests.

**A motion was made by Mr. Rakes and seconded by Mr. Shoemaker that:**

**The VWCC Board approve requesting \$20,000 from the local political subdivisions for scholarship funds to be awarded to students from the localities and approve requesting a total of \$100,820 for assistance with site development for capital**

projects. The requests will be apportioned as prescribed by the distribution formula.

The motion was unanimously approved.

**7. VIRGINIA WESTERN EDUCATIONAL FOUNDATION MEMORANDUM OF UNDERSTANDING**

Ms. Henning presented the Memorandum of Understanding between Virginia Western Community College and the Virginia Western Educational Foundation. She noted that this agreement is presented annually for renewal and is designed to define respective responsibilities and accountability. This agreement was approved at the December Educational Foundation meeting.

**A motion was made by Ms. Grayson and seconded by Mr. Shoemaker that:**

**The VWCC Board approve the Memorandum of Understanding between the Virginia Western Community College Educational Foundation, Inc., and Virginia Western Community College as presented.**

The motion was unanimously approved.

**8. OVERVIEW OF VIRGINIA WESTERN'S STRATEGIC PLAN**

Ms. Henning informed the Board members that the strategic planning process that began in January 2001 is nearing completion. She noted that input has been provided by business and community leaders as well as by college employees. The resulting plan will be used to ensure that the college is focused in a appropriate and unified direction. Following her PowerPoint presentation, Ms. Henning mentioned that the plan would be more fully discussed at a joint meeting of the Foundation and Local Board on February 6, and she provided a form for input from the Board members.

**9. PRESIDENT'S REPORT**

Dr. Sandel provided the following information:

- He has sent a memorandum to college employees regarding the current budget situation and plans to provide an update as information is available. A copy of the memorandum was also sent to area legislators and local board members.
- Virginia Western's space at the Roanoke Higher Education Center has been reconfigured where we soon will be repositioned in a more prominent location on the second floor as the Virginia Western Corporate Center. As a Corporate Center, the college will work to meet the corporate needs of the downtown businesses. This location change will cut our rental space from 10,000 square feet to 7,000 square feet, thereby resulting in a savings on rental costs. Mr. Arend noted that the Local Board will have a regular meeting there after the modifications have been completed.
- The impact of the statewide budget reduction is not yet known. An educational bond package is being prepared that will provide capital improvements for the college.
- Enrollment is up 6% to 7% so far this semester; 14,000 individuals registered for classes at Virginia Western last year.
- External funding will be of major importance in the future—grants and college foundation.
- Predictions are that high school enrollment trends will be stable in our region for the next 5 years.
- Virginia Western will support the VCCS legislative plan of action. However the Greenfield Center and the Roanoke Higher Education Center are not included in the VCCS request. We therefore will be asking for an additional \$200,000 from the legislature to cover personnel costs at Greenfield and the Higher Ed Center.
- Roanoke College has reported that the students who transfer there from Virginia Western are better students by far than those who transfer from other colleges.

## 9. EXECUTIVE SESSION

**A motion was made by Mr. Shoemaker and seconded by Mr. Rakes that:**

**The VWCC Board convene in Executive Session.**

**The motion was unanimously approved.**

Mr. Arend explained that the Board is required by the VCCS to provide an evaluation of the college president. Since Dr. Sandel came aboard in July 2001, there are no formal goals on which he can be evaluated. The VCCS Human Resources Office has asked that the Board submit a letter that generally outlines his performance during the last six months. Mr. Arend explained that he, Ms. Lewis, and Mr. Shoemaker conferred regarding the content of such a letter, and he then presented the letter for the Board members' consideration. The members complimented Dr. Sandel's performance and agreed that he is moving the college in the right direction.

**A motion was made by Ms. Grayson and seconded by Mr. Shoemaker that:**

**The VWCC Board approve the evaluation letter of Dr. Sandel as presented and recommended that it be sent to Chancellor DuBois.**

**The motion was unanimously approved.**

With no further business on the agenda, Ms. Grayson moved and Mr. Rakes seconded the motion that the meeting adjourn at 4:50 p.m.

APPROVED:

April 25, 2002

Date

Robert H. Sandel

Robert H. Sandel

