

VIRGINIA WESTERN COMMUNITY COLLEGE

**BOARD MEETING 208
September 12, 2002**

The Virginia Western Community College Board met on Thursday, September 12, 2002, at 3:30 p.m. in the Conference Room of The Corporate Center at the Roanoke Higher Education Center.

MEMBERS PRESENT: Mr. James Arend
Mr. Barry Baird
Dr. Robert Sandel, Executive Secretary
Mr. Mike Urbanski
Ms. Audrey Wheaton
Mr. Bill Wilcher

MEMBERS ABSENT: Ms. Harriet Lewis
Mr. George Logan
Mr. Geoffrey Ottaway
Mr. Randy Rakes
Mr. Richard Shoemaker

STAFF PRESENT: Mr. Dwight Blalock, Vice President of Financial &
Administrative Services
Dr. J. Andrew Archer, Outgoing Vice President of Academic
& Student Affairs
Dr. John Capps, Incoming Vice President of Academic &
Student Affairs
Dr. Mark Emick, Vice President of Lifelong Learning
Ms. Emily Henning, Administrative Officer of Development
Ms. Brenda Shepherd, Secretary

GUESTS PRESENT: Dr. Victoria Malick, State Board Representative
Mr. John Williamson, VWCC Educational Foundation Board
Chair

1. CALL TO ORDER AND ANNOUNCEMENTS

Mr. Arend called the meeting to order at 3:35 p.m. and welcomed Mr. Barry Baird, our newly appointed member who will be representing Roanoke City and filling the vacated seat of Margaret Grayson (note was made that the Roanoke County seat vacated by Stan Lanford has not yet been filled). Mr. Arend also welcomed Mr. John Williamson, Chair of the Virginia Western Educational Foundation Board and Dr. John Capps, incoming Vice President of Academic and Student Affairs. He then presented a brief history of Dr. Andrew Archer's Virginia Western career, noting that he will be retiring effective October 1, 2002. On behalf of the board, Mr. Arend thanked Dr. Archer for his outstanding service to the college and presented him with an engraved clock to honor his admirable career.

Mr. Arend noted that a quorum was not present, and therefore all actions taken at this meeting will need to be formally approved at the next board meeting.

2. MINUTES OF THE APRIL 25, 2002, MEETING

A motion was made by Mr. Wilcher and seconded by Ms. Wheaton that:

The VWCC Board approve the minutes of the April 25, 2002, meeting as written.

The motion was unanimously approved.

3. VIRGINIA WESTERN EDUCATIONAL FOUNDATION CAMPAIGN

Mr. John Williamson, Chair of the Virginia Western Educational Foundation, provided an overview of the Foundation's 2-year fundraising campaign, noting that a campaign consultant was hired in June and the quiet phase of the campaign is now under way. The campaign goal has not yet been formally established but the target seems to be around \$4,000,000. To date the Foundation has a commitment of \$433,000 in writing with a total of "asks" between \$800,000 & \$1,000,000. Dr. Sandel noted that the Foundation board members are energized and want good things to happen for the college; they feel that the time is right to make those good things happen. The campaign slogan is, "Helping the Community Help Itself." A list of campus naming opportunities was provided by Mr. Williamson, who noted that this particular avenue of giving might appeal to a number of potential contributors. The Foundation is promoting Virginia Western as a philanthropic opportunity. A resolution in support of the Foundation's campaign was presented for consideration by the board members.

A motion was made by Mr. Wilcher and seconded by Mr. Urbanski that:

The VWCC Board endorse the Foundation campaign by approving the Resolution as presented and approve the proposed list of naming opportunities as presented.

The motion was unanimously approved.

4. ACADEMIC SCHOLARSHIP RECIPIENTS

Ms. Emily Henning provided a list of the 2002-2003 academic scholarship recipients and mentioned that the local political subdivisions provide the funds for these scholarships. Ms. Henning noted that every effort is made to provide a scholarship to at least one student from each subdivision that submits a qualifying application. She also invited the Board members to the scholarship awards ceremony to be held at The Community Arboretum on campus on September 19 at 4 p.m.

5. CURRICULAR ITEMS

Dr. Andrew Archer presented a recommendation from the Curriculum Committee that three specializations be added to the Information Systems Technology curriculum: Programming and Database; Networking; and Internet Graphics and Programming. He noted that of the 10 extra courses required for these specializations the college is currently offering eight. Therefore, the additional instructional cost would be minimal (approximately \$12,000) and could be met with adjunct faculty. The Lay Advisory Committee has emphasized the need for these specializations in order to better serve employer needs.

A motion was made by Ms. Wheaton and seconded by Mr. Baird that:

The VWCC Board approve the addition of the three Information Systems Technology specializations as proposed by the Curriculum Committee.

The motion was unanimously approved.

6. SMALL PURCHASE CHARGE CARD AUDIT

Mr. Blalock provided a summary of the Small Purchase Charge Card VCCS internal audit report for the July 1, 2000 – June 31, 2001 fiscal year. He noted that the points for which Virginia Western was sighted were not major, and that the college has complied with each recommendation.

7. LOCAL FUNDS YEAR END REPORT

Mr. Blalock reviewed the local funds year end report and noted that the profits from the college's Bookstore are the major source of local funds. He noted that local funds are used to support various college activities, student activities, and capital projects that cannot be funded with state funds. Mr. Blalock pointed out that although profits were up for the year, expenses also increased as a result of the need to hire a third full-time person to effectively staff the Bookstore. He encouraged the members to review the reports and to contact him with any questions so that further information could be provided.

8. REPORT OF INVESTMENT OF LOCAL FUNDS

Mr. Blalock provided a report on the investment of local funds for the fiscal year ended June 30, 2002. He noted that we make daily and over-night investments in CDs and other securities with laddered maturities to efficiently meet the needs of the college. He noted that as of June 30, 2002, the college had \$2,033,451.11 invested and the overall rate of return for the past year was 3.8%.

9. CAPITAL PROJECTS

Mr. Blalock provided an overview of the capital projects currently under way (i.e., the Parking Lot Expansion and Connector Road project, the Fishburn Hall Renovation project, and the College Services Building/Brown Library Elevator Addition/Covered Walkway project). He noted that the contract for the Parking Lot Expansion/Connector Road project was recently awarded to Thomas Brothers of Salem, Virginia, with an expected completion date of late January.

Mr. Blalock informed the Board members that the College Services Building/Brown Library Elevator Addition/Covered Walkway projects were combined for the sake of efficiency and cost savings in administration and construction. Lucas Construction Company of Roanoke, Virginia, provided the low bid of \$1,625,000 with the College Services Building and Brown Library Elevator Addition approximately 3% and 32% over budget respectively and the Covered Walkway project 57% under budget. Mr. Blalock explained the reasons for the

differences in the projections and the actual bid and noted that the Department of Planning and Budget will infuse General Funds from a contingency account to cover the shortfall for the Brown Library Elevator Addition project. He also noted that the Covered Walkway project is 100% locally funded and will cost \$29,709, not the \$69,100 originally authorized by the board. Therefore, a request is being made that the extra \$39,391 not needed to complete the Covered Walkway project be transferred to the College Services Building project.

Mr. Blalock noted that the Physical Plant Committee of the Board (Mr. Arend, Mr. Wilcher, and Ms. Wheaton) had met on August 21 to address these issues and made the following recommendation (notes are a part of the minutes of this Board meeting):

Mr. Wilcher, Ms. Wheaton, and Mr. Arend voted to approve the awarding of the bid for the College Services Building/Brown Library Elevator Addition/Covered Walkway project in the sum of \$1,625,000 to Lucas Construction Company of Roanoke, Virginia, with \$39,391 being transferred from the previous Covered Walkway authorization to the College Services Building portion of the project.

A motion was made by Mr. Urbanski and seconded by Mr. Barid that:

The Board approve the recommendation of the Physical Plant Committee as presented.

The motion was unanimously approved.

The Board members were informed that the Fishburn Hall Renovation project, which will house the VWCC Educational Foundation, the Marketing/Public Relations Department, and the Grants/Special Projects office, is scheduled to be completed in late September. Mr. Blalock indicated that furnishings for those offices had not been previously budgeted and would cost around \$40,000. The Educational Foundation has agreed to pay \$10,000 of the cost now and the \$30,000 balance in \$10,000 annual installments over the next three years. Permission is being requested to "advance" \$30,000 of local funds to pay for the furniture.

A motion was made by Ms. Wheaton and seconded by Mr. Wilcher that:

The board approved the purchase of the furnishings for the VWCC Educational Foundation, Marketing/Public Relations, and Grants/Special Projects offices in Fishburn Hall from local funds and that a formal agreement between the Educational Foundation and the college be prepared by Mr. Blalock stating that the \$30,000 balance of the \$40,000 cost will be repaid in installments of \$10,000 over a 3-year period.

The motion was unanimously approved.

10. GENERAL OBLIGATION BOND REFERENDUM

Mr. Arend informed the members that Governor Warner came to Virginia Western on September 4 to kick off support of the General Obligation Bond referendum that will be on the ballot in November. Regional agencies and educational institutions were represented at the meeting. Dr. Sandel noted that available funds for higher education are being cut and members of the General Assembly and the Governor have agreed to place the referendum on the November ballot. The referendum totals over \$900 million; projects for the Virginia Community College System account for \$150 million of that amount. Mr. Arend noted that voter turnout is likely to be low due to the lack of spirited opposition in many areas, making it especially important to encourage voters to get out and vote. The Board members were presented a resolution in support of the General Obligation Bond for consideration.

A motion was made by Mr. Wilcher and seconded by Mr. Baird that:

The Board approve the Resolution as presented in support of the \$900 million General Obligation Bond as it will appear on the ballot on November 5, 2002.

The motion was unanimously approved.

11. FIFTH PLANNING DISTRICT ENDORSEMENT

Dr. Sandel informed the Board members that Virginia Western is an integral part of the Fifth Planning District Regional Alliance's Regional Economic Strategy to assist in improving the region's economic competitiveness. He noted that their strategy placed the greatest emphasis on workforce development and that Virginia Western will be providing the largest portion of that training. A resolution in support of the Alliance's Economic Strategy was presented for consideration by the Board.

A motion was made by Ms. Wheaton and seconded by Mr. Urbanski that:

The Board approve the Resolution in support of the Fifth Planning District Regional Alliance's Regional Economic Strategy as presented.

The motion was unanimously approved.

12. PRESIDENT'S REPORT

Dr. Sandel provided the following information:

- The State Board for Community Colleges approved Virginia Western's \$.41 college service fee increase request as well as the request to establish a student auxiliary fee of \$.50 per credit hour effective fall 2002 semester. These increases will be used to improve the quality of the student activities programs and will provide revenues for parking lot improvements, maintenance, and security lighting.
 - The college is experiencing one of the largest enrollment growths in history; the estimated growth for fall semester is 10% with an anticipated enrollment of 9,000. Fourteen percent of our growth is full-time students.
 - Adjunct faculty teach 55% of our credit classes (ideally should be no more than 30%).
 - Higher education did not receive any more operating funds during the boon years; Virginia now ranks in the bottom five states for funding per student.
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- Additional enrollment in light of reduced budgets will require that we "do business" differently. In the next few months, restructuring of operations at Virginia Western will take place, and people will be moved to help meet critical needs in providing services. Maximum effort will be made to minimize layoffs. Mr. Arend noted that tough times can bring some good changes to organizations. Dr. Sandel emphasized that the college will make the best of the situation by working together and requested the support of the Board members during these difficult times.
 - Dr. Sandel informed the members that he had been asked to seek their permission to allow a faculty member to serve on the Board in a non-voting capacity for a term of one year.

A motion was made by Ms. Wheaton and seconded by Mr. Wilcher that:

The Board approve the appointment of a faculty member to serve in a non-voting capacity on the board for a term of one year, with a new faculty member being appointed each academic year.

The motion was unanimously approved.

- Dr. Malick commended Mr. Blalock for bringing the audit report to the Board. She noted that she serves on the State Board Audit Committee and indicated that it is helpful to know that the Board members are informed of the audit results. She also noted that

the composition of the State Board has changed and the large majority of them are new. Mr. Arend expressed appreciation on behalf of the Board members to Dr. Malick for her involvement and support of the local college boards.

With no further business on the agenda, Mr. Urbanski made a motion and Mr. Wilcher seconded it that the meeting adjourn at 5:10 p.m.

APPROVED:

01/16/03
Date

Robert H. Arend
Executive Secretary
