

VIRGINIA WESTERN COMMUNITY COLLEGE**SPECIAL BOARD MEETING****October 28, 2002**

The Virginia Western Community College Board members participated in a special telephone conference call on Monday, October 28, 2002, at 4 p.m.

MEMBERS PRESENT:

Mr. James Arend, Chair
*Mr. Barry Baird
*Ms. Harriet Lewis
*Mr. George Logan
*Mr. Geoffrey Ottaway
*Mr. Randy Rakes
Dr. Robert Sandel, Executive Secretary
*Mr. Richard Shoemaker
*Mr. Mike Urbanski
*Ms. Audrey Wheaton
*Mr. Bill Wilcher

MEMBERS ABSENT:

All members were present.

STAFF PRESENT:

Mr. Dwight Blalock, Vice President of Financial &
Administrative Services
Mr. G. Michael Shelton, Human Resources Manager
Ms. Brenda Shepherd, Secretary

*Participated via telephone; other participants were in the President's Office, Room 115 of Fishburn Hall on the VWCC campus.

1. CALL TO ORDER AND ANNOUNCEMENTS

Mr. Arend opened the meeting at 4:05 p.m. by calling roll and thanking the members for participating in the conference call. He informed the members that the purpose of the meeting was to discuss the state budget cuts and the restructuring plan that has been developed by the staff. He then formally opened the meeting with the following motion:

"I move that the VWCC Local Advisory Board, through this conference call, go into a closed meeting pursuant to the Code of Virginia, as amended, Title 2.2-3771, paragraph (a), subparagraph (1) for discussion of personnel matters with the President."

Mr. Ottaway seconded the motion. Mr. Arend then turned the meeting over to Dr. Sandel who informed the board members that the meeting would address steps that the college will take to meet the Governor's budget cut mandate. Points of discussion were as follows:

- The Governor requested submission of budget reduction plans for three scenarios—7%, 11%, and 15%.
- The VCCS will experience an 8% General Fund budget cut for the remainder of this fiscal year (02-03). (Our cut was a little less than that experienced by the 4-year universities.)
- This cut is in addition to the 4% General Fund cut that was applied to the VCCS in the adoption of the budget by the General Assembly in March that was effective on July 1, 2002. Total cuts for the year therefore are 12%.
- The State Board approved an increase in tuition effective spring 2003 semester to help in offsetting the budget reductions. (\$12.25 per credit hour)
- Tuition increase will help to offset the budget cuts; however, there are no real savings in this fiscal year as the cuts are deeper than the additional revenues.
- The tuition increase reflects that Virginia Western will receive an approximate budget cut of \$500,000 this year.
- Dr. Sandel has been assessing the organizational structure since assuming the presidency in July 2001. Working with a team of administrators, (Vice President of Finance, Vice President of Academic and Student Affairs, and Human Resources Manager) the 7%, 11%, and 15% plans submitted to the Governor took into consideration his evaluation of the organizational structure.
- Plans are to maximize efficiencies and effectiveness through fundamental changes. Existing personnel will be placed in areas of greatest need as restructuring proceeds.
- Restructuring the college organization will result in some short-term expenses, but long-term savings and efficiencies should occur.
- The VCCS will receive a further General Fund budget reduction of 10% in the fiscal year 03-04.
- The exact financial impact of this cut will not be known until it is completely applied to the VCCS Budget Model. The cuts, and the offset of the higher tuition, will be reflected in information to come from the VCCS at a later date.
- No employees have yet been notified and no names will be provided until affected employees have been notified.
- Changes in the way we are serving area businesses and changes in programs will allow shifting of clerical support staff.
- The college will move right away toward a restructuring of the organization that will involve the layoff of:
 - 6 classified staff employees

- 2 administrative faculty positions
- 2 part-time hourly positions
- These positions are affected by changes in program and service delivery in academic and student services.
- 1 full-time classified position will be abolished upon the retirement of the incumbent on January 1, 2003
- 1 full-time administrative faculty position will be abolished upon the retirement of the incumbent in the early spring of next year.

- Numerous positions in our academic divisions and in student services will be redeployed to meet new mandates, changing priorities, and shifts in how we conduct business.
 - We will be redefining the duties of classified and administrative faculty positions to meet changing needs in technology, the PeopleSoft project, and the needs of academic and student services programs.

- Three phases are involved:
 - Phase 1 involves the layoffs and redeployments; will place the college in the best position for future needs and changes.
 - Phase 2 will be carried out in the next semester. It will involve strengthening the leadership in Student Services through a dean level position. It will further analyze our academic programs and the academic divisions.
 - Workforce Development Services will be re-oriented to provide full work activity in this vital area. WDS will not be required to offer credit-hour open enrollment, continuing education courses. These will be the responsibility of the academic divisions. WDS will serve as the marketers and jobbers of training programs for business and industry. They will have a focus that is truly workforce development for this service area, rather than being compelled to generate credit courses in competition with the academic side of the college.
 - Phase 3 will be a concentration of the staffing and service delivery of our student services area of the college. We will provide the leadership to this important area and allow that leadership to develop a cohesive and focused comprehensive student services program

- We will make our class scheduling more efficient and our minimum class sizes such that we are more efficient within our budget. Fewer choices of class offerings will be offered
- We will continue to aggressively pursue external sources of funding for this college.
- Ironically, this semester has brought the largest enrollment in our history and the greatest number of community requests for training.
- Meetings have been held with faculty and classified to keep them apprised of the developments and to solicit their ideas for effectively providing "more with less."
- Needs from areas such as allied health will be met by requesting funding assistance from companies and agencies.

- Some legislators are saying that the deficit is much greater than the Governor has anticipated and there will be more cuts. The Governor will present additional scenarios in January when expectations are that K-12, medicaid, and subsidies to localities may experience cuts. The general feeling is that there will be at least two to three years with very tight budgets. Legislators see no revenue enhancement opportunities available.
- The decisions for the suggested changes are not being taken lightly. Individuals affected will be met with individually, with all changes of the first phase being finalized by December 31.
- Implementation of phase 2 will begin after the first of next year and, provided the budget and General Assembly permit, will involve hiring a dean in the student services area.
- It may be necessary to begin charging outside groups for the use of college facilities.

Mr. Arend informed the Board members that a press release will be prepared regarding phase 1. Any questions received should be referred to Helen Jones, our Public Relations officer (857-6532). He also reminded those present that next Tuesday, November 5, is election day and that the bond issue on the ballot will provide funds for capital projects in education.

There being no further business to discuss, Mr. Arend asked for a motion as follows:

“BE IT RESOLVED that the Local Advisory Board of Virginia Western Community College hereby certifies that (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive meeting to which this certification resolution applies, and (2) only such public business matters as were identified in the motion convening the executive meeting were heard, discussed, or considered by the Board.”

The motion was made by Mr. Baird and seconded by Mr. Rakes

With no further business the meeting adjourned at 4:45 p.m.

APPROVED:

03/20/03
Date

Robert H. Arend
Executive Secretary