

# VIRGINIA WESTERN COMMUNITY COLLEGE

## BOARD MEETING 210 A

The Virginia Western Community College Board met on Thursday, January 16, 2003, 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. Barry Baird  
Mr. Randy Rakes  
Mr. Richard Shoemaker  
Mr. Joseph Thomas, Sr.  
Mr. Michael F. Urbanski  
Ms. Audrey Wheaton

**MEMBERS ABSENT:** Ms. Harriet Lewis  
Mr. George Logan  
Mr. Geoffrey Ottaway  
Mr. Bill Wilcher

**STAFF PRESENT:** Dr. Robert Sandel, Executive Secretary  
Dr. John Capps, Vice President of Academic  
and Student Affairs  
Dr. Mark Emick, Vice President of Workforce Development  
and Lifelong Services  
Ms. Emily Henning, Administrative Officer of Development  
Ms. Marilyn Herbert-Ashton, Coordinator of Grants  
Development and Special Projects  
Ms. Wanda Poff, General Administration Manager  
Mr. Mike Shelton, Human Resource Manager  
Ms. Brenda Shepherd, General Administration Coordinator  
Mr. Bill Wingfield, Coordinator of Facilities Management  
Services

**GUEST PRESENT:** Mr. Glenn Wohltmann, WFIR Radio News

### 1. CALL TO ORDER

Mental Health Technology  
Motorcycle  
Nursing/Practical Nursing  
Radiography

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

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

**The motion was unanimously approved.**

#### **4. CURRICULAR ITEMS**

Dr. Capps stated that the college assesses programs each year to determine their viability and to make certain that all programs are effective and productive. The review process also enables the college to establish sound priorities, an even more critical element in light of the existing budgetary constraints. Dr. Sandel reiterated that programs must be efficient, effective, and cost effective. The respective Deans and the Curriculum Committee have recommended the discontinuation of the following Career Studies programs:

Aviation Technology  
Food Service Management  
Industrial Technology—Inventory Control Management Option  
Massage Therapy  
Occupational Safety  
Semiconductor Manufacturing Technology  
Sign Language

Dr. Capps reported that all these programs have few majors and graduates. He also noted that the projected expenses associated with the Food Service Management and the Massage Therapy programs far exceed the anticipated income (both programs are offered by Dabney S. Lancaster Community College). He stated that currently enrolled students in these curricula will be provided the opportunity to complete their programs of study.

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

**The VWCC Board approve the discontinuance of the Aviation Technology, Food Service Management, Industrial**

Mr. Shelton informed the Board members that the Commonwealth of Virginia recently instituted an employee recognition policy, and that each agency then was charged with the development of an agency-specific program within the established guidelines. Toward that end, the Human Resources Office, working with the Employee Recognition Committee, has developed a policy to provide non-monetary recognition awards to individual employees or teams. Mr. Shelton explained the recommendation process and noted that no more than \$50 will be spent for any award. He noted that final recommendation for awards will be made by the employee's respective Vice President, who will ensure equitable use of funds. Sentiments were expressed that a recognition program is particularly timely considering the current State budget status.

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

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**The VWCC Board approve the allocation of \$2,250 from Bookstore profits to fund employee recognition awards to be presented as proposed**

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**The motion was unanimously approved.**

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## **8. LOCALLY FUNDED RENOVATION PROJECTS**

Mr. Wingfield reported that several renovation projects have been merged into one project, allowing for more efficient execution and a more cost-effective process. He noted that some of the projects were suspended two years ago by the State and that funds now are available to move forward with those projects. Mr. Wingfield informed the board that funding for the large majority of the projects has been made available through a request submitted by the VCCS to the General Assembly. The anticipated cost to the college was between \$200,000 and \$300,000. However, as the result of a good bidding process and bids that were 20% below estimates, Virginia Western needs to infuse only \$40,000 with the VCCS granted funds for the completion of the renovation projects.

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

**The VWCC Board approve the allocation of \$40,000 of local funds to cover all costs related to the Duncan, Craig, and Chapman HVAC and Window Replacement/Bookstore Renovation projects.**

**The motion was unanimously approved.**

Dr. Capps emphasized that the college is committed to enhancing efficiencies in the Academic and Student Services area in order to provide the best possible service to students.

Ms. Poff provided an overview of how budget cuts have affected the Financial and Administrative Services areas on campus. Some points mentioned were:

- Elimination of earnings notices; employees will access information on-line
- Minimum overtime
- Business Office personnel will be using electronic purchasing for campus transactions
- Loss of part-time campus police officers and dispatchers
- Loss of day-shift janitorial services
- Reduction in utilization of painting and electrical contracts
- Existing personnel are absorbing duties upon the retirement/attrition of other employees
- Selling testing sheets to students
- Funding only essential travel
- Not upgrading technology equipment as planned
- Purchasing only essential supplies & equipment
- Inability to hire personnel to assist with new student information system development, requiring current personnel to assume additional duties

#### **10. EXTERNAL FUNDING INITIATIVES**

Dr. Sandel stated that the college must be proactive in securing external funding, particularly now in these times of budget reversions. He introduced Ms. Marilyn Herbert-Ashton, Coordinator of Grants Development and Special Projects, who presented an overview of her goals. She noted that she will work to advance the college's emerging initiatives and will collaborate with college personnel to provide assistance throughout the grant process in order to obtain funding to enhance current programs and to provide opportunities for funding new initiatives. In addition, Ms. Herbert-Ashton will work with other members of the Institutional Advancement Office to maximize Virginia Western's presence and potential.

Dr. Sandel introduced Ms. Emily Henning, Administrative Officer of Development for the Virginia Western Educational Foundation. Ms. Henning provided an update on the status of Virginia Western's Educational Foundation campaign. She noted that the campaign is not a reaction to the recent budget cuts; it is an effort to secure private investment for projects and programs that the state does not fund. The campaign theme is *Helping the Community Help Itself* and major goals are to support Health Technology Program Development, Technology