

VIRGINIA WESTERN COMMUNITY COLLEGE

BOARD MEETING 210 B

The Virginia Western Community College Board met on Thursday, March 20, 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
Ms. Harriet Lewis
Mr. Richard Shoemaker
Mr. Joseph Thomas, Sr.
Mr. Michael F. Urbanski
Ms. Audrey Wheaton

MEMBERS ABSENT: Mr. George Logan
Mr. Geoffrey Ottaway
Mr. Randy Rakes
Mr. Bill Wilcher

STAFF PRESENT: Dr. Robert Sandel, Executive Secretary
Mr. Dwight Blalock, Vice President of Financial and
Administrative Affairs
Dr. John Capps, Vice President of Academic
and Student Affairs
Dr. Tom Cecere, Acting Dean of Engineering &
Technologies Division
Mr. Dave Harrison, Information Technology Manager
Mr. Jim Poythress, Director of the Self-Study for
Reaffirmation of Accreditation
Ms. Brenda Shepherd, General Administration Coordinator
Mr. Bill Wingfield, Coordinator of Facilities Management
Services

1. CALL TO ORDER

Mr. Arend called the meeting to order at 3:35 p.m. He informed the Board members that the Virginia Western Educational Foundation is making good progress on its fundraising campaign, "Helping the Community Help Itself." He noted that campaign commitments now total \$2.2 million with the campaign still in the "silent phase." He also noted that Lewis-Gale Medical Center has generously committed \$1.5 million in funds and in-kind contributions. The campaign is scheduled to "go public" in July and end in July 2004.

2. MINUTES OF THE OCTOBER 28, 2002, AND THE JANUARY 16, 2003, BOARD MEETINGS

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

The VWCC Board approve the minutes of the October 28, 2002, and the January 16, 2003, meetings as written.

The motion was unanimously approved.

3. APPOINTMENT OF NOMINATING COMMITTEE

Mr. Arend noted that his two-year term as chair expires this year, so it is therefore time to appoint a nominating committee. He noted that typically, the vice chair assumes the chairmanship; however, new, extensive job responsibilities for Ms. Harriet Lewis, current vice chair, require that she defer serving as chair at this time. Mr. Arend stated that he and Geoff Ottaway would serve as the nominating committee and would present at the next board meeting names for consideration for both chair and vice chair for the upcoming two-year terms.

4. PRESIDENT'S GOALS

Dr. Sandel reviewed the 2002-03 goals established by the Board, summarizing his accomplishments and updating the members on the status of each goal. He explained that the board is required to provide the Chancellor with a letter each year evaluating the president's performance based on the board established goals and also with a list of goals for the upcoming academic year. Mr. Arend asked the Board members to provide any input for the evaluation letter or for the proposed 2003-04 goals to Brenda Shepherd. Next year's goals will be presented for approval at the May meeting.

5. LOCAL FUNDS REPORT

In response to a request at the January board meeting, Mr. Blalock provided an overview of the status of local funds. He mentioned that the sources of local funds are proceeds from food service and vending machines, college Bookstore profits, and locality contributions. Although the college Bookstore provides the largest portion of the funds, local political jurisdictions do supply funds when requested to assist with site development for capital projects. Mr. Blalock reported that the college currently has a little more than \$3 million dollars in local funds, with a bit over \$2 million committed to capital outlay projects. He also mentioned that as of March 3 the following percentage of the activities budgets has been expended: 85.6% of the President's Activities Budget; 60.7% of the College Activities Budget; and 47.1% of the Student Activities Budget.

6. FACILITIES MASTER PLAN AND UTILITY EASEMENTS

Mr. Bill Wingfield presented the six-year Facilities Master Plan and noted that all segments of the campus community provided input as to future facility and infrastructure needs. A committee then prioritized the needs and honed them into the proposed facilities master plan.

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

The VWCC Board approve the proposed six-year Facilities Master Plan as presented.

The motion was unanimously approved.

Mr. Wingfield informed the members that the State Board for Community Colleges Facilities Committee has asked that all easements be presented to the local boards. He therefore presented American Electric Power easement requests for the following projects for approval by our board:

Physical Education Building Electrical Service Upgrade
Road & Parking Electrical Service Relocation
South Campus Electrical Service Upgrade
College Services Building Electrical Service

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

The VWCC Board approve the easements as presented.

The motion was unanimously approved.

7. SALEM HIGH SCHOOL PARTNERSHIP

Dr. Tom Cecere provided information regarding a recently developed pilot program between Virginia Western and Salem High School, one of our local public high schools. He noted that this is a partnership through which Virginia Western faculty will teach Salem High School junior and senior students onsite, using an existing Virginia Western career studies certificate, Microcomputer Systems Technology. Students who successfully complete this career studies certificate will have the option of applying their credits toward our two-year AAS Computer and Electronics Technology degree.

Dr. Sandel noted that if this program is mutually beneficial and cost effective, other high schools will be presented with similar opportunities. By using equipment already in place in shrinking high school technical programs, the college will be able to provide options that are not available on campus due to lack of equipment funds. Dr. John Capps noted that the college is renewing efforts to reach out to other schools; e.g., North Cross, the Governor's school, and Roanoke Catholic. It was also noted that there are approximately 1,700 high school students enrolled in our Dual Enrollment program.

8. PeopleSoft Report

Mr. Dave Harrison provided an overview of PeopleSoft, the new student information system being implemented by all VCCS colleges to allow students to access information both by telephone and through the internet. Virginia Western has been working toward this transition since 1998, a change that has required many hours of work by many employees. He noted that in 2000 alone, more than 17,000 hours were devoted to preparing for conversion to PeopleSoft. Students will use the PeopleSoft system for registration beginning the summer 2003 semester. The college is distributing information on campus and will be mailing information to students who have attended the college in the last three years.

9. SOUTHERN ASSOCIATION OF COLLEGES & SCHOOLS REACCREDITATION UPDATE

Mr. Jim Poythress informed the members that the college's reaffirmation of accreditation process is currently under way, with the next step being an April 21-24 visit by a review team from the Southern Association of Colleges & Schools. He noted that accreditation by this body assures the public of the high quality of our academic offerings and is a process that occurs every ten years. The planning stage for the current process began in fall 2000, and since that time, the college has pursued a rigorous self-examination designed to identify the strengths and weaknesses of the college and to provide recommendations for improving operational effectiveness. Results of our self-study and reports from the visiting team will be provided for final evaluation by the Commission on Colleges. Mr. Poythress noted that the determination that has surfaced as a result of our self-study is that our college is an excellent institution offering quality education and training in a most efficient and effective manner. Mr. Arend encouraged all members to make an effort to attend the welcoming reception/banquet for the visiting team on April 21 at 5:30 p.m. at the Tanglewood Holiday Inn.

10. PRESIDENT'S REPORT

Dr. Sandel reported that spring semester enrollment is down about 400 students, but that our base FTES are up by about five percent. He noted that better class scheduling has resulted in more efficient operation.

With no further business on the agenda, Mr. Urbanski moved and Mr. Thomas seconded the motion that the meeting adjourn at 5:15 p.m.

APPROVED:

7/14/03
Date

Robert H. Sandel
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