

VIRGINIA WESTERN COMMUNITY COLLEGE

**BOARD MEETING
September 18, 2003**

The Virginia Western Community College Board met on Thursday, September 18, 2003, at 3:30 p.m. in the President's Conference Room in Fishburn Hall on Virginia Western's campus.

MEMBERS PRESENT:

Mr. Barry Baird, Vice Chair
Mr. Will Davis
Dr. Robert Sandel, Executive Secretary
Mr. Mike Urbanski, Chair
Mr. Joe Wright

MEMBERS ABSENT:

Ms. Harriet Lewis
Mr. George Logan
Mr. Randy Rakes
Mr. Richard Shoemaker
Mr. Bill Wilcher
Mr. Joe Thomas

STAFF PRESENT:

Mr. Dwight Blalock, Vice President of Financial &
Administrative Services
Dr. John Capps, Vice President of Academic
& Student Affairs
Mr. Mike Henderson, Coordinator of Student Services
Ms. Emily Henning, Administrative Officer of Development
Ms. Anne Kornegay, Dean of Math, Science & Allied Health
Mr. Mike Shelton, Human Resources Officer
Ms. Brenda Shepherd, Secretary

GUESTS PRESENT:

Ms. Carol Graham, Carilion Consultant/Radiation Oncologist
Dr. John Killian, Faculty Senate Representative
Dr. Diane Wolff, Information Technology Systems Faculty

1. CALL TO ORDER AND ANNOUNCEMENTS

Mr. Urbanski called the meeting to order at 3:35 p.m. and welcomed newly appointed board members, Mr. Will Davis (filing the Roanoke County seat vacated by Mr. Arend) and Mr. Joe Wright (filing the Roanoke City seat vacated by Ms. Wheaton). Note was made that the Roanoke County seat vacated by Mr. Ottaway has not yet been filled.

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

2. MINUTES OF THE MAY 15, 2003, MEETING

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

The VWCC Board approve the minutes of the May 15, 2003, meeting as written.

The motion was unanimously approved.

3. CURRICULAR ITEMS

A. Information Systems Technology Career Studies Certificates

Dr. Capps indicated that the Curriculum Committee has approved offering three new career studies certificates in Information Systems Technology (IST) through the Business Science Division. He introduced Dr. Diane Wolff, program head for the IST department, who outlined the need for and the logistics regarding the new certificates. She noted that career studies certificate programs cannot contain more than 30 credit hours and are a means of developing programs that respond quickly to industry and student needs. Dr. Wolff indicated that the proposed certificate programs, modeled closely after Tidewater Community College's programs, will be especially beneficial to "Trade Act" students, students new to the IST field, and to persons currently employed in the IST field who require retraining and maintenance of skills. Dr. Wolff pointed out that all but one of the courses in these certificates are currently taught either on campus or through Workforce Development, and that the four Microsoft certified instructors currently employed can teach these classes.

B. Radiation Oncology Career Studies Certificate

Dr. Capps introduced Ms. Anne Kornegay, Dean of Math/Science and Allied Health, who presented information on the proposed Radiation Oncology Career Studies Certificate. Ms. Kornegay indicated that all health programs at the college are "restricted enrollment"

and noted that a recent survey showed that the demand for radiation therapists is growing fastest in the radiologic technology field, with a possible projected 10-year shortage. She also noted that partnerships with area healthcare providers have enabled the college to develop this career studies program. Ms. Kornegay introduced Ms. Carol Graham, a registered radiation oncologist provided by Carilion to work with the college in a consulting capacity, who provided specific information regarding the proposed Radiation Oncology Career Studies Certificate. Ms. Graham explained that this certificate will prepare healthcare professionals to work as vital members of the healthcare team, and the resulting radiation therapist would be prepared to perform a variety of diagnostic and therapeutic services. She also noted that 6 clinical sites previously utilized by the College of Health Sciences program were surveyed prior to the development of this proposed program and survey results indicated that support for a community college certificate program was strong. Ms. Graham informed the board members that there currently are no radiation oncology certificate programs in the Virginia Community College System; therefore, this certificate would not only strengthen our current Radiography program by offering another viable option in radiation sciences, it would serve as a benchmark within the Commonwealth as well. Virginia Western and Carilion Health System have established a formal agreement delineating the details of this partnership in which courses will be offered through the college, utilizing physical resources provided by Carilion Health System. She noted that the restricted full-time program director position will be funded by Carilion Health System and that adjunct funding will be provided by in-kind contributions from Carilion Health System and from adjunct faculty funds in the college's operating budget. Ms. Graham stated that another goal in the development of this program is to create strong partnerships via future distance learning opportunities with Danville Community College and Lord Fairfax Community College similar to those currently in place in our Dental Hygiene Department.

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

The VWCC Board approve the addition of the following career studies certificate programs to the curricular offerings at the college: .net and Database Administration; CISCO CCNA + Microsoft MCSA; Network and Database Administration; and Radiation Oncology.

The motion was unanimously approved.

4. ADMISSIONS AND RECORDS AUDIT

Mr. Urbanski introduced Mr. Mike Henderson, Student Services Coordinator, who informed the Board members that an Admissions and Records Audit was recently performed at the System's five community colleges with the highest enrollment of international students. The

audit was conducted by the Virginia Community College System Internal Audit Division and involved the interview of college personnel and the review of applicable policies, procedures, and laws. Mr. Henderson reported that none of the findings at any of the colleges were considered significant. The audit did identify several issues related to international students that, if addressed, could enhance the admissions and records activities at the colleges. Virginia Western has taken note of the recommendations outlined in the audit and is in compliance when granting tuition status to an international student based upon the VCCS Policy Manual, SCHEV's Domicile Guidelines, and the Commonwealth of Virginia Office of Attorney General's *Immigration Law Compliance Update* memorandum issued on September 5, 2002.

5. LOCAL FUNDS YEAR-END REPORT

Mr. Blalock reviewed the 2002-03 fiscal year local funds year-end report and noted that the profits from the college's Bookstore, the college service fees collected from students each semester, and vending commissions are the major sources of our local funds. The local board determines the use of these funds through capital outlay projects and the student activities, college activities, and President's activities budgets. Mr. Blalock provided an update of current capital projects, indicating that approximately \$2 million of local funds are committed to these projects.

Smith farm update: Mr. Urbanski informed the members that we currently are working through the Office of the Attorney General, exploring options to maximize the college's benefit from the Smith farm property.

6. REPORT OF INVESTMENT OF LOCAL FUNDS

Mr. Blalock provided a report on the investment of local funds for the fiscal year ended June 30, 2003. 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 the State has specific guidelines to which we must adhere when considering investment options.

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

The VWCC Board accept the year-end reports and the report of investment of local funds as presented.

The motion was unanimously approved.

7. EMPLOYEE RECOGNITION FUNDING REQUESTS

Mr. Shelton reported that the \$2,250 employee recognition funding endorsed by the Board in January 2003 was well received and is a valuable tool toward acknowledging those employees who "go the extra mile." He noted that since state funds for a recognition program are minimal, local funds enhance the college's ability to fulfill the state's directive to institute this type of a program. He presented a request for \$1,125 for the continuation of the recognition program to be used to provide deserving employees with non-compensable, non-monetary rewards (e.g., gift certificates, movie tickets, trophies). In addition, Mr. Shelton presented a request for \$1,125 in support of the employee flower fund currently in place. He explained that through this fund, flowers are sent to employees upon an occasion such as the death of an immediate family or the birth of a child. He noted that historically employees contributed to a fund specifically for those purposes, but that recent contributions have not been sufficient to meet the need. It has therefore been suggested that it would be appropriate to make funds available through the employee recognition program for this purpose. Mr. Shelton requested that the total annual funding for the 2 facets of the employee recognition program (\$2,250) become a "line item" in the College Activities Budgets to allow the program to proceed in perpetuity as directed by the General Assembly. Mr. Shelton informed the board that the college currently employs approximately 105 staff, 88 faculty, and 35 administrators.

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

The Board approved providing \$2,250 to fund the employee recognition program as presented and that that amount become a "line item" in future budgets.

The motion was unanimously approved.

8. CAPITAL CAMPAIGN UPDATE

Ms. Henning provided an update on the VWCC Educational Foundation campaign, noting that commitments now total over \$3.4 million with pending requests ranging between \$563,500 and \$757,500. She noted that this is the first major gifts campaign that the college has attempted and that the campaign is an effort to provide funding for student scholarships and for projects where state funds are unavailable.

9. PRESIDENT'S REPORT

Dr. Sandel provided the following:

- a fall enrollment report, noting that preliminary figures indicate an increase of about 5.5% over last fall.

- a listing of colleges attended by residents of service-area localities, noting that a higher percentage of students from each locality attend Virginia Western than any other institution.
- the final report of the 2002-2003 Chancellor's Goals.

There being no further business to come before the Board, Mr. Urbanski adjourned the meeting at 5:30 p.m.

APPROVED:

1/29/04
Date

Robert H. Ansel
Executive Secretary