

VIRGINIA WESTERN COMMUNITY COLLEGE BOARD MEETING

MINUTES NO. 214 January 15, 2004

The Virginia Western Community College Board met on Thursday, January 15, 2004, at 3:30 PM in the President's Conference Room in Fishburn Hall on Virginia Western's campus.

ROLL CALL

Members Present	Mr. Barry W. Baird (Roanoke City) Mr. E. Wilson Davis, Jr. (Roanoke County) Mr. William M. Hackworth (Roanoke City) Mr. Randy Rakes (Botetourt County) Mr. Richard A. Shoemaker (Franklin County) Mr. Joseph C. Thomas, Sr. (Roanoke County) Mr. Bill Wilcher (Craig County) Mr. Joseph B. Wright (Roanoke City)
Members Absent	Ms. Harriet Lewis (Roanoke City) Mr. George W. Logan (Salem City) Mr. David P. Mitchell, Jr. (Roanoke County)
Staff Present	Mr. Dwight Blalock, VP of Financial & Administrative Services Dr. John Capps, VP of Academic Affairs & Student Services Dr. Mark Q. Emick, VP of Institutional Advancement Ms. Kimberly French, Administrative Assistant Mr. Carroll Gentry, Interim VP of Workforce Development Ms. Emily Henning, Administrative Officer for Development Dr. Robert H. Sandel, President Mr. Mike Shelton, Human Resources Officer Ms. Brenda Shepherd, Administrative Assistant

CALL TO ORDER

Mr. Baird, Vice Chair, called the meeting to order at 3:30 PM. He stated that Mr. Mike Urbanski has accepted a position as Judge Magistrate and therefore has resigned from the Board. Dr. Sandel reviewed the Board Bylaws for filling the Board Chair position. In the Local Advisory Board Bylaws, Section 1.11 states, "In the absence of the Chair, the Vice Chair shall perform the duties of the Chair." The State Board Bylaws state, "In the event that either the Chairman or Vice Chairman shall be unable to continue in such capacity for the balance of the elected term, the Board may elect a successor to fill the unexpired term only. The election of the Chairman and Vice Chairman shall be conducted in open session, adhering to normal oral nominating and open voting procedures. A majority vote of the members present is required. The Secretary shall serve as the presiding officer until an election is accomplished, unless the Board decides to appoint another presiding officer. The Board may move into closed session to discuss any individual nominated, but the election itself must be in open session by public hand or voice vote." Mr. Thomas recommended that Mr. Baird serve as Chair for the remainder of this year and that an election take place in May to select a new Chair and Vice Chair for the ensuing 2-year term. The Board members were in unanimous agreement. Mr. Baird will appoint a nominating committee and the committee will report at the May Board meeting. Two new Board Members were introduced: Mr. David Mitchell, Jr., a VP at Atlantic Mutual who is filling the Roanoke County slot vacated by Mr. Geoff Ottaway, and Mr. William Hackworth, a Roanoke City Attorney who is filling Mr. Urbanski's slot for Roanoke City. Mr. Baird introduced Ms. Kimberly French, new Administrative Assistant to Dr. Sandel.

<p>Memorandum of Understanding with Educational Foundation Continued</p>	<p>The Educational Foundation is a 501(c)(3) non-profit organization whose purpose is to raise money for and awareness of Virginia Western Community College. All gifts, donations, bequests, private endowments, and private grants are used in accordance with the wishes of the donors. The Foundation will make every effort to maintain an identity separate from the College, while at the same time, working only to serve the interests of the College. In consideration of the Foundation's services and contributions to the college, the college agrees to provide staffing assistance, office space, computer information system support, shared equipment (such as copy machines, telephones, etc.) and some office supplies at no charge to the Foundation. The proposed Memorandum of Understanding is for a four-year period, effective until December 31, 2007.</p> <p>On a motion by Mr. Wright, seconded by Mr. Davis, the board approved the Memorandum of Understanding between Virginia Western Community College and Virginia Western Community College Educational Foundation, Inc.</p> <p>The motion carried unanimously.</p> <p>Ms. Henning stated that the Foundation is undergoing a \$5.4 million campaign. So far, \$3.4 million has been raised with a little less than \$2 million to go. The healthcare goal has been met and the Foundation will now begin focusing on the technology aspect of the campaign. The Foundation plans to exceed the campaign goal.</p> <p>Dr. Sandel stated that Ms. Henning will be leaving in March due to her husband accepting a position with the DEA in Atlanta, GA. He commended Ms. Henning for the leadership and work she has done for the Foundation Board.</p>
<p>Academic and Student Affairs Report</p>	<p>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. He reviewed the layout of degrees offered and the credit hours required for each degree, certificate, and career studies certificates. The respective Deans and the Curriculum Committee have recommended the following new programs:</p> <ul style="list-style-type: none"> • Architectural/Civil Engineering Technology, AAS Degree • Geographical Information Systems, Certificate • Interior Design, Certificate • Architectural/Civil Engineering Aide, Career Studies • Health Records Coding, Career Studies • Pharmacy Technician, Career Studies

<p>Proposed Curriculum Advisory Committees Continued</p>	<ul style="list-style-type: none"> • Communication Design • Computer and Electronics Engineering Technology, Architectural/Civil Engineering Technology (Proposed), Geographic Information Systems (Proposed), and Interior Design (Proposed) • Dental Hygiene • VWCC-DCC Joint Venture Dental Hygiene • VWCC-LFCC Joint Venture Dental Hygiene • Early Childhood Development • Fire Science • Horticulture Technology • Information Systems Technology • Legal Assisting • Medical Transcriptionist • Mental Health Technology • Motorcycle • Nursing • Practical Nursing • Radiography • Radiation Oncology <p>On a motion by Mr. Rakes, seconded by Mr. Thomas, the board approved the membership of the Curriculum Advisory Committees as presented.</p> <p>The motion carried unanimously.</p>
<p>Human Resources Report</p>	<p>Mr. Shelton provided information on the 2003 hiring process. He stated that being one of the older community colleges in the system, several of the faculty and staff are beginning to retire. This year the college has been very active in recruitment. There have been a total of 29 personnel replaced, including teaching, administrative, and staff members. From these recruitments, the Human Resource Office received 1,095 separate applications. He reviewed the demographic makeup of the applicants. One hundred and one (101) candidates were interviewed for the 29 positions filled. He reviewed the race and gender breakdown for those interviewed. Of those interviewed to fill the 29 positions, the college hired: 21 white females, 7 white males, and 1 black male.</p> <p>Mr. Shelton stated that his office goes through a prescreening of all applications to weed out those who do not meet the minimal requirements. Then the Human Resource Office sends the qualified applications to the supervisor for review. The supervisor then decides which candidates to interview. His office takes a significant effort to recruit individuals from all areas for a diverse intake. He stated that Dr. Sandel is involved in all hiring processes.</p>