

# VIRGINIA WESTERN COMMUNITY COLLEGE BOARD MEETING

**MINUTES NO. 215  
March 18, 2004**

The Virginia Western Community College Board met on Thursday, March 18, 2004, at 3:30 PM in Room 201D in the Roanoke Higher Education Center, Downtown Roanoke.

## ROLL CALL

<b>Members Present</b>	Mr. Barry W. Baird (Roanoke City) Mr. William M. Hackworth (Roanoke City) Mr. David P. Mitchell, Jr. (Roanoke County) Mr. Randy Rakes (Botetourt County) Mr. Richard A. Shoemaker (Franklin County) Mr. Bill Wilcher (Craig County) Mr. Joseph B. Wright (Roanoke City)
<b>Members Absent</b>	Mr. E. Wilson Davis, Jr. (Roanoke County) Ms. Harriet Lewis (Roanoke City) Mr. George W. Logan (Salem City) Mr. Joseph C. Thomas, Sr. (Roanoke County)
<b>Staff Present</b>	Mr. Dwight Blalock, VP of Financial & Administrative Services Dr. John Capps, VP of Academic Affairs & Student Services Ms. Kimberly French, Administrative Assistant Mr. Carroll Gentry, Interim VP of Workforce Development Dr. David Hanson, Director of Institutional Research and Planning Ms. Kay Strickland, Executive Director of Educational Foundation Dr. Robert H. Sandel, President Mr. Kevin Witter, Director of Facilities Planning and Development

## CALL TO ORDER

Mr. Baird, Vice Chair, called the meeting to order at 3:30 PM. He appointed Mr. Joe Thomas and Mr. Bill Wilcher to recommend a Chair and Vice Chair at the May Board meeting.

Dr. Sandel will provide an overview of his 2003-04 Goals, summarizing his accomplishments and status of each goal at the May Board meeting. 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 a list of goals for the upcoming academic year.

Mr. Baird stated that Mr. Wilcher and Mr. Shoemaker's term expires this year and he recommended that they let their officials know if they are interested in being reappointed. Ms. Harriet Lewis has submitted her resignation from the board. She has taken a position in Washington, D.C. and will be moving to that area.

Commencement is May 14, 2004, at the Salem Civic Center beginning at 6:30 PM. Lt. Governor Timothy M. Kaine will be the commencement speaker. Please plan to attend the commencement ceremony.

<b>Approval of Minutes No. 214</b>	On a motion by Mr. Shoemaker, seconded by Mr. Hackworth, Minutes No. 214 from the regular meeting of January 15, 2004, were approved as written.  The motion carried unanimously.
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<p><b>Educational Foundation Continued</b></p>	<p>She extended a thank you to Ms. Emily Henning, who organized and facilitated the “Helping the Community Help Itself” campaign. The college is currently at \$3.6 million of its \$5.4 million goal. Typically the last remaining portion of a fundraiser is always challenging and she stated that the college’s very capable and inspired Campaign Cabinet is actively seeking the remainder of these funds. In the next few months the Cabinet will be completing their solicitations of Major Gifts and Community Gifts.</p> <p>On April 2, 2004, the college will be holding a Retiree Reception “Memories of the Past, Visions of the Future.” The event will be held in the Student Center (Room S101) from 5-6:30 PM. She encouraged all board members to attend and meet the retirees.</p> <p>The Scholarship and Grants Committee has been strengthening the Fall Scholarship Process. Because the Foundation has raised a significant amount of money, approximately 24% more scholarship opportunities for Fall 2004 will be offered, totaling 42 scholarships. The Foundation is strengthening the scholarship process offering a new and improved “How to Apply for a VWCC Scholarship,” a detailed scholarship application package, and VWCC Scholarship workshops. The Scholarship Application package will be available on the college’s website April 15, 2004, and applications are due by June 11, 2004.</p> <p>Ms. Strickland stated that she is looking forward to working with faculty, staff, and students as well as partnering with businesses and local industries to sustain the local workforce and economic development in the service region.</p>
<p><b>Facilities Management</b></p>	<p>Mr. Witter provided an overview of the status of past, present, and future projects with Facilities Management. Student populations, changing technology, expectations, and demand for facility services, available space, and infrastructure will continue to increase. Meeting these needs on restrained budgets will be the future challenge of Facilities Management (FMS). He stated that FMS includes trades, grounds, and campus police. Each of the departments interact daily with campus and outside community members. When dealing with construction on campus, his effort is to produce more collaborative efforts with the community. His goal is to provide safe, accessible, technologically current facilities for future students, faculty, and staff.</p> <p>Mr. Witter stated that the current projects are:</p> <ul style="list-style-type: none"> <li>• The college services building (new building that is under construction across the street from the main campus). This building will house campus police, trades, and grounds employees.</li> <li>• Handicapped elevator is being installed in Brown Library.</li> <li>• Addition of parking lot and access road to help alleviate traffic on Winding Way. This will provide easier access and closer parking areas.</li> </ul>

<p><b>Financial and Administrative Services Continued</b></p>	<p>Mr. Blalock stated that the number of full-time faculty has decreased dramatically. Over half of the college's classes are taught with adjunct faculty members. That is the price that the college has been paying due to the budget cuts. Most of the statewide higher education growth has been in community colleges.</p>
<p><b>Research and Planning</b></p>	<p>Dr. Hanson gave a report on the Institutional Profile of Virginia Western Community College and the college's Fast Facts. Mr. Hanson has been at the college 17 years and has been the Director of Research and Planning for 5 years. He reviewed a profile of the college, its service region, campus, students, and curriculum. He also reviewed the some of the following fast facts:</p> <ul style="list-style-type: none"> <li>• Fall 2003 Enrollment</li> <li>• Annual Unduplicated Headcount</li> <li>• Tuition</li> <li>• Financial Aid Students</li> <li>• Annual Budget</li> <li>• Total Full-time Employees</li> <li>• Ten Largest Curriculum Classifications</li> <li>• Credit Production by Academic Divisions</li> <li>• Graduates Per Year</li> <li>• Top Five Transfer Receiving Institutions</li> <li>• Top Five Employers of Virginia Western Graduates</li> <li>• How Virginia Western Compares to Sister Colleges</li> </ul> <p>Dr. Hanson will share his History on-line course at a future board meeting to demonstrate how on-line courses are offered.</p>
<p><b>Workforce Development</b></p>	<p>Mr. Gentry reported on Workforce Development programs at the Roanoke Higher Education Center and the status of the facilities.</p> <p>Dr. Sandel's vision a couple of years ago included this Center. This facility puts the college in the center of banking, industry, and the service area.</p> <p>Mr. Gentry stated that in 2002 there were 140 programs and in 2003 there were 174 programs. The business use in 2002 was 12,757 participants compared to 21,908 participants in 2003.</p> <p>Mr. Gentry stated that Workforce Development is responsible for the Greenfield Center in Botetourt County, a facility in Franklin County (Workforce Board), and the Higher Education Center. The Higher Education Center has 7 classrooms including a LPN lab downstairs, CNA, LPN, and Pharmacy Tech. The purpose is to provide workforce training for the entire region.</p> <p>All of the State institutions are at the Higher Education Center. They work in harmony with a group of private colleges (Averett, Bluefield, Hampton University, Hollins, Roanoke College, Univ. of North Carolina—Chapel Hill, and Mary Baldwin). The only real problem is parking before 4 PM; after 4 there isn't that much of a problem.</p>

<p><b>College Update Continued</b></p>	<p>Dr. Sandel commented that Dr. Hanson is an individual that is very active and involved in the key research for the college. He was also very involved with the SACS accreditation reaffirmation.</p> <p>Dr. Sandel stated that Workforce Development is an area that the college still has more work to do. Virginia Western should be a centerpiece for this area and it currently isn't. The college wants it to happen; however, it is just taking time. The key to everything is to maintain quality before anything else. It is not the President who supports the reputation of the college, it is the students that are going out and working in the community.</p> <p>The state board approved having a faculty representative on the board, which is Mr. Killian.</p> <p>Dr. Sandel stated that if the agenda is not strong enough for a meeting in July, then the meeting will be cancelled.</p> <p>Commencement will be held Friday, May 14, 2004, at the Salem Civic Center beginning at 6:30 PM. Ms. French will be in touch with you regarding processing the order of your regalia.</p> <p>The next board meeting will be May 20, 2004, and a location will be sent out at a later date.</p> <p>The board members expressed appreciation to all the faculty and staff members at Virginia Western and commented that they want to help in any way possible.</p>
<p><b>ADJOURNMENT</b></p>	<p>There being no further business, the meeting adjourned at 4:56 PM.</p>

**APPROVED:**

5/20/04  
Date

Robert H. Sandel  
Robert H. Sandel