

**VIRGINIA WESTERN COMMUNITY COLLEGE
BOARD MEETING
MINUTES NO. 221
September 15, 2005**

The Virginia Western Community College Board met on Thursday, September 15, 2005, 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. Dennis R. Cronk (Roanoke City) Dr. Walter A. Hunt (City of Salem) Mr. Randy Rakes (Botetourt County) Mr. Joseph C. Thomas, Sr. (Roanoke County) Mr. Joseph B. Wright (Roanoke City)
Members Absent	Mr. E. Wilson Davis, Jr. (Roanoke County) Mr. William M. Hackworth (Roanoke City) Mr. Gary Hancock (State Board Representative) Mr. David P. Mitchell, Jr. (Roanoke County) Mr. Richard A. Shoemaker (Franklin County) Mr. Bill Wilcher (Craig County)
Staff Present	Ms. Lori Baker, Dean of Student Services Mr. Dwight Blalock, VP of Financial & Administrative Services Dr. John Capps, VP of Academic and Student Affairs Dr. Larry Ewing, Financial Aid Officer Mr. David Harrison, Technical Support Services Dr. David Hanson, Director of Institutional Research and Planning Ms. Tara Nepper, Administrative Assistant Dr. Robert H. Sandel, President Ms. Kay Strickland, Educational Foundation, Inc. Mr. Kevin Witter, Facilities Management

CALL TO ORDER

Mr. Baird, Chair, called the meeting to order at 2:44 PM.

Mr. Baird stated that the November Board meeting will be held in conjunction with the State Board meeting in Danville on November 15-16.

<p>Approval of Minutes No. 220</p>	<p>On a motion by Mr. Cronk, seconded by Mr. Rakes, Minutes No. 220 from the regular meeting of May 19, 2005, were approved as written.</p> <p>The motion carried unanimously.</p>
<p>Academic and Student Affairs</p>	<p>Dr. Capps presented the results of the college's Financial Aid Audit. During the prior year the VCCS reviewed our financial aid processes. VWCC failed to comply in certain areas of the review. The new PeopleSoft system was an issue in the financial aid module. The model was new and all changes had not been finalized. There were some system-wide glitches that the System Office had not corrected. VWCC was among the first wave to receive an audit before the changes could be made. Some of the issues included were length of time for initiating disbursement to students and failure to return DOE Title IV funds. All issues have been addressed and VWCC is now in compliance.</p> <p>Dr. Sandel advised that funds are returned to the federal government when students fail to meet the attendance standards to receive the federal money.</p> <p>People Soft is working better, but there is still more work to be done. These issues affect the business financial aid offices rather than our students. People Soft was originally built for four-year institutions and many of the issues we are facing result from the variances of a non-four-year institution.</p> <p>Of the 23 VCCS colleges, VWCC was one of eight audited. Our result fell within the mid-point of the eight colleges. If all VCCS colleges had been audited, many would have probably had non-compliance areas. Dr. Sandel reminded the board that although no one likes to see audit reports showing deficiencies, these are necessary especially since we support the People Soft program.</p> <p>Larry Ewing states that VWCC is doing things better and understanding People Soft better. Many people that had reservations now see that we are able to do the processes more efficiently and effectively than before.</p>
<p>Educational Foundation</p>	<p>Ms. Kay Strickland gave the board an update on two new projects for the Foundation. An alumni coordinator has been hired to cultivate the alums of VWCC. Virginia Western is the first college within the VCCS to hire a full-time alumni coordinator. Erik Williams comes from WCC and is very enthusiastic and has lots of great ideas. The first alumni event was held last Thursday, "A Taste of Mendoza" wine tasting and about 60 alumni and guests attended. Currently 150 alums have signed up and every graduate of fall 2004, spring 2005 and summer 2005 have received a complimentary membership. The numbers are actually much larger than the 150 who have signed up on their own. The latest newsletter was recently sent out and a new alumni web site has been launched. An Alumni Scholarship was given this fall to Michael Flora.</p>

**Educational Foundation
(cont)**

The foundation is beginning the first-ever annual fund drive. Coming off the major gifts campaign which was first for college, the annual fund drive will follow up the efforts that the major gift campaigns began. The needs of the college are greater than what we receive from state and local government so we need to continue to partner with business and individuals. The annual fund drive is being launched in five phases, and college leadership is being asked to support the drive. Requests have been made to both the local and foundation boards and to date the local board is at 55% participation and the foundation board is at 80% participation. Participation does not need to be large donations, merely some level of support so that when calling upon businesses and individuals it will be possible to state that both boards support the drive 100%.

Mr. Baird stated that many gave substantial contributions and multi-year pledges during the major campaign and he is concerned about coming back with another letter, but he also understands what the foundation is trying to do in order to be able to say that leadership participates 100%. He would like to encourage everyone on the board to please give consideration to a small contribution in order to have the participation numbers. Ms. Strickland noted that when she is asking for funds, many times she is asked about the support of the board of the organizations she has represented.

A second initiative will be launched with the employee campaign, and again full support will be needed from the deans, vice-presidents and other school leadership. During the major gifts campaign only 17% of school faculty/staff gave. Employees are heavily vested in the college, and they have been given a chance to tell us where they wanted the funds to be spent. The feedback has been to provide money for scholarships, book fund, student emergency and other areas. The faculty/staff will have until Oct. 16 to give, and participation is stressed. 100% is the goal for participation. Gifts are being given as incentives to participate such as VA Tech homecoming football tickets.

The Foundation board is preparing to make corporate calls to businesses who may not have given to campaign to ask for funds and/or partnerships. This annual fund drive will run from October 2005 to June 2006.

Other exciting news for the college is that 2006 is the 40th anniversary of college, and the Foundation has secured a dynamite speaker – Dr. Robert Carmona, US Surgeon General. Dr. Carmona will be here on January 17, and the event will take place at the Hotel Roanoke. Dr. Carmona started his medical career at a Bronx Community College after returning from the Vietnam War. More information will come as preparations begin for this celebration.

The Foundation is not actively making a public appeal though the alumni association at this time. Alums are usually the biggest supporters of colleges, but we want to avoid a public appeal because the association is still very new. The alumni will be used to mentor and cultivate relationships and get them back in contact with VWCC; then it would be natural for them to support us. An appeal may be made to the alumni during the 2007-2008 year.

Dr. Sandel informed the board that over 200,000 students have come through the college, and over 25,000 who have completed a degree. Former students can make

<p>Educational Foundation (cont)</p>	<p>a real difference. Alumni development is new nationwide for community colleges. Anyone can join with as little as one credit hour or join as a friend of the college. Dr. Hunt asked about forming an alumni directory and knows of a company that works with organizations to form directories. Mr. Wright suggested educating the public and reminding them that if they attended for even one credit hour, they are alumni.</p> <p>Dr. Hunt asked about the status of the Foundation Board, and Dr. Sandel advised that the board is 501(3)(c) corporation with its own board of directors. The Foundation is the fundraising arm of the college, and it works in conjunction with the college.</p> <p>Ms. Strickland thanked the board members for attending events and reminded them that their support is very important to the process and that the foundation will continue to ask for support of foundation events.</p>
<p>Financial and Administrative Services</p>	<p>Campus crime statistics was presented by Mr. Kevin Witter. As shown in the report, crime on campus is very low compared to the surrounding community. Most violators do not originate on campus. Liquor law violations were off campus individuals who came on campus. There have been no felony types of crimes.</p> <p>Craig Harris has been hired as the campus police chief, and he will begin October 10. Chief Harris comes to us from Vinton and has a B.S. in Administration of Justice and will be a great addition as he has great ideas and will take the department to the next level. The police force on campus provides 24/7 coverage of all facilities.</p> <p>Mr. Witter provided an update on campus renovations and the Anderson Hall study. The study showed that the cost of renovation is comparable to a new building. There are several options such as a full renovation or a new building and using the old one until the building is complete and then demolishing the existing building. The current building is not suitable for existing program requirements. This will be about a 15-17 million dollar project, and we have a high priority for state legislative money for the project. We are in 6th place within the VCCS for our project, and we are competing with colleges in Northern Virginia and the Tidewater area for priority in funding the request.</p> <p>Renovations on South Campus are underway, which include Chapman Hall which will house financial aid, admissions, counseling, and records. The low bidder on that project was Avis Construction.</p> <p>Bids came in last month for the Webber Hall renovation project and the prices were competitive. Bids were problematic due to rising construction costs and the state stripping out contingency money. The college has already committed \$956,000 of local funds to this project, but the construction budget is short \$1M. Out of the \$1M short, the difference comes to about \$458,000 needed in local dollars. Mr. Blalock is asking the board to infuse \$458,000 out of the local capital outlay account with understanding that the college will seek savings through change orders and requests after contract award.</p> <p>Mr. Blalock advised the board that the Webber Hall renovation budget was done</p>

<p>Financial and Administrative Services (cont)</p>	<p>five years ago. The general obligation bonds were approved by voters.</p> <p>At this point, the board would need to approve spending up to \$458,000 additional dollars from the local capital outlay account, or the entire project will have to be redesigned and re-bid – most likely at a higher cost.</p> <p>Mr. Thomas made a motion to approve spending up to an additional \$458,000 from the capital outlay account. Mr. Cronk seconded. Mr. Baird abstained due to a potential conflict of interest.</p> <p>The motion passed.</p> <p>The local funds report for 2004-2005 summarizes and gives an overview of local fund operations. The college also has a \$23 million budget of state funds. These local funds are above and beyond that, but they are spent according to state policies and procedures.</p> <p>Mr. Wright asked if outsourcing the bookstore would be more profitable. Mr. Blalock stated that the bookstore is currently a good source of revenue for the college and the operation is well managed by the staff currently in place. Mr. Baird suggested that if the board members have not been to the bookstore, to take a minute to go through it as it is a wonderful addition to the campus. The bookstore currently funds the college activity, president’s activity, the local and capital outlay accounts budget and operates with the standard mark-up in order to competitively price books to students.</p>
<p>Human Resources</p>	<p>Mr. Mike Shelton shared hiring and staffing activity for the college for this calendar year. Currently there are 237 filled full-time positions; 30 of those went through recruitment this year. There have been over 2,000 individual applications for employment up to this point, bringing vibrancy into the institution. A number of people are eligible to retire. There are currently 32 full-time employees who could retire within the next 12 months. This past year has been very active, and the next several will continue to be due to retirements. Mr. Thomas asked where the faculty recruitment comes from, and Mr. Shelton advised that generally there is a nationwide recruitment, and many of the successful candidates have experience in community colleges and many have taught here part time. Many applications come from the area and from a nationwide search.</p>

<p>Institutional Research and Planning</p>	<p>Dr. David Hanson shared a chart of annual distance learning enrollment, showing steady growth in areas such as compressed video, online, and off campus classrooms. There is no indication at this time if the costs of gas will affect growth in this area; however, there has been some discussion that gas prices may be a factor in a student's decision to take online classes. More online classes need to be developed. There is an increase this year 2.5-3 % in FTES, with VWCC being the 3rd largest school in the VCCS in distance learning. Tuition for distance learning is the same as for on-campus classes.</p>
<p>Student Services</p>	<p>Ms. Lori Baker presented an overview of the new Hall Associates Career and Assistance Center and explained how our students and alumni will be able to utilize this resource to make career and education decisions, and conduct online job searches. VWCC is the only community college in Virginia that has this available to students. Students can post resumes for employers to review.</p> <p>Dr. Hunt inquired how students would know where jobs are. There are employees in the career center that will let the students know what jobs can lead to various occupations. Dr. Sandel stated that this can become a national model, and it is an area that has been missing in the community college system. This will make a positive impact with our students.</p> <p>Faculty are encouraged to direct students to the career center. This will help students be committed to where they want to go, and they will complete their education and have employment when they get done.</p>
<p>Technical Support Services</p>	<p>Mr. David Harrison introduced the new main website and gave a brief tour through the site. The address is www.virginiawestern.edu.</p>
<p>PRESIDENT'S REPORT</p>	
<p>College Update</p>	<p>Dr. Sandel shared enrollment projections now through 2012, which show that VWCC is the fourth largest community college within the VCCS for enrollment growth. Anticipate hitting 10,000 students per semester very soon.</p> <p>Dr. Sandel reiterated his appreciation for the board's attendance and help in moving Western forward.</p> <p>Joe Thomas added his appreciation to Dr. Sandel and wants everyone to know that the faculty and staff have done a tremendous job, and he thanked Dr. Sandel for the job he has done.</p>
<p>ADJOURNMENT</p>	<p>There being no further business, the meeting adjourned at 5:12 PM.</p>

APPROVED:

10/3/05
Date

Robert H. Sandel
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