

**VIRGINIA WESTERN COMMUNITY COLLEGE  
LOCAL BOARD MEETING**

Minutes No. 226 January 18, 2007

The Virginia Western Community College Board met on Thursday, January 18, 2007 at 3:30 PM in the President's Conference Room in Fishburn Hall on Virginia Western's campus.

<b>ROLL CALL</b>	
<b>Members Present</b>	Mr. Barry W. Baird (Roanoke City) Mr. Dennis R. Cronk (Roanoke City) Mr. William M. Hackworth (Roanoke City) Mr. Randy Rakes (Botetourt County) Mr. Bill Wilcher (Craig County) Mr. Joseph B. Wright (Roanoke City)
<b>Members Absent</b>	Mr. Gary Hancock (State Board Representative) Dr. Walter A. Hunt (City of Salem) Dr. Lorraine Lange (Roanoke County) Mr. David P. Mitchell, Jr. (Roanoke County) Mr. Richard A. Shoemaker (Franklin County) Mr. Joseph C. Thomas, Sr. (Roanoke County)
<b>Staff Present</b>	Ms. Amy Balzer, Part-Time Administrative, President's Office Mr. Dwight Blalock, VP of Financial & Administrative Services Dr. John Capps, VP of Academic and Student Affairs Ms. Leah Coffman, Workforce Development Mr. Mike Greer, Workforce Development Dr. David Hanson, Institutional Research Ms. Marilyn Herbert-Ashton, Coordinator of Grants, Special Projects Dr. Ruth Hendrick, Workforce Development Ms. Donna Mitchell, Educational Foundation President Ms. Tara Nepper, Administrative Assistant Mr. Jim Poythress, Dean Business, Engineering and Technology Division Dr. Robert H. Sandel, President Mr. Dan Semones, Workforce Development Dr. Chuck Terrell, VP Workforce Development and Lifelong Learning Mr. Kevin Witter, Facilities Management

## **CALL TO ORDER**

Mr. Bill Hackworth, chairman, called the meeting to order at 3:30 PM.

Dr. Chuck Terrell introduced the Workforce Development and Lifelong Learning team of Dr. Ruth Hendrick, and new members Ms. Leah Coffman, Mr. Dan Semones and Mr. Mike Greer. Their titles will be 'Solution Focused Training Specialist', as they will concentrate on providing customized training courses and services to area businesses. Dr. Hendrick is based at the Greenfield Education & Training Center in Daleville, Mr. Semones and Ms. Coffman are based at the Roanoke Higher Education Center and Mr. Greer is based at the Workforce Development Consortium in Franklin County.

Dr. Ruth Hendrick shared with the board an overview of a supervisor leadership training program developed for Novozymes. This course trained 30 staff members, and she is working with Novozymes to develop a decision making and problem-solving course for about 180 employees.

Dr. Terrell shared an overview of various Workforce projects such as: Intensive Welder Program, job training grant for brownfield clean up, Carilion Bio-Medical training facility program, EMT, and human resources training for Western VA Water Authority.

Mr. Hackworth updated the board on the current legislative processes. Mr. Hackworth, Dr. Sandel and Ms. Kay Strickland held luncheon meetings with four local representatives in order to provide legislators with information about Virginia Western. The representatives have been very supportive and impressed with the impact Virginia Western is making in this region.

Mr. Hackworth also announced that Anderson Hall has been introduced as a budget amendment. Senators Edwards and Bell and Delegates Griffin, Ware, Franlin and Putney have all signed on as patrons which will give the amendment a good possibility at being approved.

Mr. Hackworth introduced Ms. Amy Balzer, part-time administrative support in the president's office.

Mr. Hackworth recognized Ms. Donna Mitchell, Educational Foundation Board chairman. Ms. Mitchell provided an update of the Educational Foundation. The foundation is currently running the annual fund drive. This is the second year for the annual fund drive. Last year \$80,000 was raised, and so far this year \$131,000 has been raised, and the campaign will continue through June 30. All funds raised by the foundation will support grants and scholarships. The Al Pollard Foundation has announced that it will donate \$20,000 to fund ten culinary arts scholarships. The foundation will begin to concentrate on planned giving and will have a presentation at the upcoming foundation board meeting, which everyone is invited to attend. Mr. Hackworth recognized the work the foundation board is doing and explained that Virginia Western is on the cutting edge of community college fundraising. Other VCCS colleges are looking to Virginia Western for guidance. Ms. Mitchell thanked Dr. Sandel for his support and drive to make this happen.

**APPROVAL OF MINUTES**

On a motion by Mr. Baird and seconded by Mr. Rakes, Minutes No. 225 from the regular meeting of September 21, 2006, were approved with no change.

**ACADEMIC AND STUDENT AFFAIRS**

Mr. Jim Poythress presented an overview of the new Culinary Arts Institute. The facility will start with about 30 students in fall 2007. The facility will have lab areas that will be visible from the street, an herb garden developed with the help of the horticulture program, and dining areas that will be available for multiple uses. Mr. Poythress visited other quality programs and has brought together programming and classes from successful programs in order to make this a world-class two-year program. Currently there are about 125 students in local high school culinary programs. To date, six chefs have contacted Mr. Poythress, and requests for interns are coming in. The facility will also be open for non-culinary degree students to take courses for adult learning.

Dr. Capps applauded Mr. Poythress for performing a very large amount of work in a short period of time in regards to the Culinary Arts Institute. He has been a tremendous force in getting this program developed.

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 and changes:

- ✦ New AAS degrees
  - Culinary Arts
  - Commonwealth Nursing

On a motion by Mr. Cronk, seconded by Mr. Thomas, the board unanimously approved the above degree programs.

- ✦ New specialization/options
  - Electromechanical Technology Specialization to Technical Studies Curriculum
  - Medical Technology Specialization to Technical Studies curriculum
  - Pre-Commonwealth Nursing Option to Health Technology career studies
  - Education Specialization to Social Sciences curriculum

On a motion by Mr. Rakes, seconded by Mr. Cronk, the board unanimously approved the above mentioned changes and additions.

- New certificate
  - General Education

On a motion by Mr. Cronk, seconded by Mr. Baird, the board unanimously approved the new General Education Certificate.

- New career studies certificates
  - College Preparation in English
  - College Preparation in Mathematics
  - Computer Aided Drafting Career Exploration
  - Electromechanical Technology
  - Maintenance Technology
  - Microsoft Certified Professional Developer
  - Mobile Programming
  - Network Technician
  - Web Scripting and Design
  - Welding and Metal Processing

On a motion by Mr. Wright, seconded by Mr. Wilcher, the board unanimously approved the above career studies certificates.

- Re-establish career studies certificate
  - Automotive Analysis and Repair

On a motion by Mr. Wilcher, seconded by Mr. Rakes, the board unanimously approved the above career studies certificates.

The respective deans and the Curriculum Committee have recommended the discontinuation of the following programs:

- Industrial Technology career studies certification
- .Net & Database Administration career studies certification
- Education Track from Social Sciences curriculum
- Administration of Justice career track
- Homeland Security career studies certificate

On a motion by Mr. Cronk, seconded by Mr. Baird, the board unanimously approved the curriculum deletions.

Dr. Capps provided a review of the dual-credit audit report. This audit reviewed fall enrollments, faculty qualifications of high school teachers, faculty evaluations, admission procedures –

including parent signatures and appropriate placement testing - and course content to ensure that dual-enrollment courses were equivalent to college courses. One citation was found. It was discovered that evaluation conferences were not being held with some dual enrollment faculty as prescribed by the college's adjunct faculty evaluation plan. Student evaluations were administered and collected in all dual enrollment classes, and faculty were being met with if those evaluations indicated a problem; however, not all faculty were being interviewed every other year as recommended. A citation was given to ensure that all dual enrollment faculty will be met with on a regular, recommended basis.

Dr. Capps noted that Virginia Western was one of only two colleges in the sample to receive only one audit finding. Two of the ten colleges in the audit were cited on all four criteria, five were cited on three criteria, and one was cited on two criteria. Dr. Capps praised Mr. Salyers, the deans, and staff in the Admissions Office, along with the college's partners in secondary education, for their outstanding work in ensuring the quality of Virginia Western's dual enrollment program.

On a motion by Mr. Joe Wright, seconded by Mr. Rakes, a motion was made to recognize Mr. Bill Salyers, the deans and staff on their hard work and dedication to the dual-enrollment program. The board unanimously approved the motion.

Dr. Capps presented a list of proposed memberships of the Curriculum Advisory Committees. He informed the Board members that appointees are recommended by the deans and faculty in the respective divisions, and these committees provide a vital link between the college and the communities the college serves. These committee members provide guidance as to the needs of prospective employers, as well as recommendations about curricular components.

On a motion by Mr. Cronk, seconded by Mr. Wilcher, the board unanimously approved the membership of the Curriculum Advisory Committees as presented.

## **FINANCIAL AND ADMINISTRATIVE SERVICES**

Mr. Dwight Blalock advised the board that the locality budget request has been prepared for the new year. The funds from this request go into scholarships to graduating seniors enrolling at Virginia Western. The funds requested from each locality are based on student headcount, real estate value and population of each individual area. This year's request is \$4,000 over last year.

On a motion by Mr. Baird, seconded by Mr. Rakes, the board unanimously approved the scholarship funding request. Mr. Hackworth commented on the small amount given by Roanoke City in comparison to private funds given by the Al Pollard Foundation. Mr. Hackworth would like to see Roanoke City contribute more and would like to see the college approach City Council to request more funds.

Mr. Kevin Witter presented the board with the college's current and future projects list. Webber Hall is scheduled to be completed in May 2007. The college will use the summer semester to move faculty and staff, and Webber Hall will be open for classes in fall 2007.

### **GRANTS AND SPECIAL PROJECTS**

Ms. Marilyn Herbert-Ashton advised the board that they will soon receive the Virginia Western E-express, an online campus newsletter.

Ms. Herbert-Ashton presented the board with an overview of the 2006 grant initiatives for Virginia Western. Ms. Herbert-Ashton recognized Dr. Avis Quinn, Ms. Ramona Coveny, Dr. Ruth Hendrick, Dr. Chuck Terrell, Mr. Jim Poythress, Mr. Carlton Mabe, Ms. Mia Fittz, Ms. Nancy Cook, Chief Craig Harris, Ms. Elizabeth Wilmer and Mr. Dan Semones, for their innovative ideas and work to find and secure funding through grants for college projects. Virginia Western received funding for about 80% of grants submitted last year.

### **PRESIDENT'S REPORT**

Dr. Sandel congratulated the staff and faculty of Virginia Western. There are many talented people working hard to provide excellent opportunities for our students. The college is very fortunate to have them and is proud of the work they do.

Dr. Sandel presented a letter from Mr. and Mrs. Bernard Odasz. The letter accompanied a check for \$5,000 presented to the college with matching funds to be presented from General Electric. The contribution should have been made to the educational foundation. Dr. Sandel asked the board to approve moving the funds from local funds to the foundation.

Mr. Cronk made a motion to move \$5,000 received from Mr. and Mrs. Bernard Odasz from local funds to the educational foundation. Mr. Rakes seconded, motioned passed.

Dr. Sandel advised the board that Franklin County is still interested in purchasing the Smith farm property. Franklin County has received two appraisals, one with the covenants of the will which lists the property at \$1.8 million and one without the covenants of the will which lists the property value at \$8.5 million. Dr. Sandel will continue to update the board with any future developments.

There being no further business, the meeting adjourned at 5:30 PM.

***APPROVED:***

Date 5/29/07

Robert H. Sandel  
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