

**VIRGINIA WESTERN COMMUNITY COLLEGE  
LOCAL BOARD MEETING**

Minutes No. 229 September 20, 2007

The Virginia Western Community College Board met on Thursday, September 20, 2007, at 3:30 PM in the Business Science Building, room 228 on Virginia Western's campus.

<b>ROLL CALL</b>		
<b>Members Present</b>	Mr. Dennis R. Cronk Mr. William M. Hackworth Mr. David P. Mitchell, Jr. Mr. Richard A. Shoemaker Mr. Joseph C. Thomas, Sr. Mr. Joseph B. Wright	(Roanoke City) (Roanoke City) (Roanoke County) (Franklin County) (Roanoke County) (Roanoke City)
<b>Members Absent</b>	Mr. Barry W. Baird Mr. Gary Hancock Dr. Walter A. Hunt Dr. Lorraine Lange Mr. Randy Rakes Mr. Bill Wilcher	(Roanoke City) (State Board Representative) (City of Salem) (Roanoke County) (Botetourt County) (Craig County)
<b>Staff Present</b>	Dr. John Capps, VP of Academic and Student Affairs Mr. Owen Lofthus, Student Faculty Representative Ms. Cheryl Miller, VP of Finance and Administrative Services Ms. Tara Nepper, Assistant to the President Dr. Robert H. Sandel, President Ms. Kay Strickland, Educational Foundation Mr. Kevin Witter, Facilities Management	
<b>Guest Present</b>	Ms. Donna Mitchell, Educational Foundation President	

**CALL TO ORDER**

Mr. Hackworth, called the meeting to order at 3:30 PM. The roll was read and a quorum was established. Mr. Hackworth introduced Ms. Cheryl Miller as the college's new VP of Finance and Administrative Services. Ms. Miller came from Blue Ridge Community College.

Mr. Hackworth thanked Mr. Witter and Mr. Poythress for a tour of new facilities. The new casual areas are very appealing, and it is good to see students staying on campus between classes.

Mr. Hackworth reported that the Executive Committee serves a two-year term and a new committee appointment is not necessary at this time.

Mr. Hackworth reported that a mail-in ballot was used in June to approve certificates in Wellness and Management: Organizational Leadership. Both certificate programs were approved.

### **APPROVAL OF MINUTES**

Mr. Cronk made a motion to approve minutes from the regular meeting of May 17, 2007. Mr. Shoemaker seconded the motion, and the motion was approved unanimously.

### **ACADEMIC AND STUDENT AFFAIRS**

Dr. John Capps provided an overview of items in Academic and Student Affairs. During the past year, 14 new faculty members have been hired in areas such as biology, chemistry, culinary arts, engineering, history, information technology, nursing, math and psychology. The VCCS recommendation is 70/30 for full/adjunct faculty. The average system-wide is less than 50/50, but full-time faculty now teach over 50% of the classes at Virginia Western.

Dr. Capps shared an overview of two new degree programs – Commonwealth Nursing and culinary arts. The key feature of the Commonwealth Nursing Program is that it provides an online nursing program that is more accessible in order to meet the critical nursing shortages in the Roanoke area.

New certificate and career studies programs have been added in wellness, electromechanical technology and mobile programming.

The mobile programming program received a \$68,000 grant from HP. Virginia Western's grant was one of 42 throughout nation to work on mobile programming. This program will allow students to develop software for wireless environments. There were over 300 proposals submitted, and the process was very competitive. Dr. Capps congratulated Dr. Diane Wolff for winning the grant and developing this program. The mobile programming degree at Virginia Western is the only one offered in Virginia.

College preparation in English and mathematics certificates have been added to give immediate response to developmental students for their hard work. Earning a certificate through the developmental program helps students obtain a tangible goal toward their future.

New career and technical education (CTE) initiatives have been added in automated manufacturing. This program focuses on the use of controls and electronics in manufacturing and will be a new frontier in our service area.

Plans are being made for the Center for Advanced Technology at Webber Hall to serve as a prototype for a CTE governor's school. Students are currently being bused to Virginia Western from Franklin County, and plans are in the works with other schools in our service region.

The Quick-Start Program is a joint effort of Workforce Development and the Business, Engineering, and Technology divisions. This six-week program of study provides students with skills necessary to be successful in manufacturing programs. The program is held entirely during the evening. Businesses are paying fees and tuition for students and, in return, will be able to hire students upon completion of the program.

Virginia Western is now delivering the radiology oncology program to Northern Virginia Community College via compressed video. Currently, Virginia Western has the only community college radiology oncology program in Virginia. Also, new modalities in the radiology program are being offered. This consists of MRI, ultrasound and tomography. These will be delivered to and shared with colleges in the southwestern part of the state.

The Technology Summit will be held in October. Last year 27 companies set up booths on campus to reach the 200 high school students that attended. This year more than 48 businesses and over 325 students are expected.

The Technology Scholars Program is in the second year and is a joint venture between the Business, Engineering, and Technology division and career center. This is a cooperative education experience which includes internships for students. Last year 15 students participated, and this year 20 students are participating. Using this as a model, the program will be extended to other divisions.

Career pathways have been expanded from three to over 23 this year.

Distance learning has grown tremendously. Last year 124 sections of distance learning were offered with 2600 students enrolled. This year 152 courses have over 2900 students enrolled. Distance education is a booming field for many colleges because of convenience in scheduling and flexibility. Virginia Western promotes accessibility to meet the needs of students by offering 16-week, 8-week, weekend, dual enrollment and hybrid courses.

The Honors Institute is thriving this year with over 60 members. Honors-only sections are offered in history, speech, and English.

Beginning this fall, the schedules of classes is being delivered online. This system is serving both the students and campus community well. Services are being offered more effectively and efficiently. The college is now utilizing direct mail as a way to reach specific target markets.

The percentage of students on financial aid has not been as high as sister colleges. The college is working on this by providing new promotional materials, having a stronger financial aid presence on the Web, hosting Super Saturday and other initiatives. These strategies have increased the

number of students receiving financial aid by over 20% this year, from 1,950 to 2,350.

The Hall Associates Career and Employment Assistance Center has experienced record growth with more students using service over 450 area employers who have signed up and are posting positions on the website.

Dr. Sandel praised Dr. Capps for running the best academic program in the system.

Mr. Jim Poythress gave an overview of the culinary arts program. This program has been embraced by the community and is progressing along as planned. There are currently 133 students in the program, up from original projections of 50 students. A grand opening of the new building will be held in April 2008.

### **FINANCIAL AND ADMINISTRATIVE SERVICES**

Ms. Cheryl Miller presented a summary of local funds. Ms. Miller also presented a new format for providing the board with financial information. The new format will be used beginning in January 2008. Financial information will be presented showing year-to-date and year-to-year budget information.

Ms. Miller provided an overview of the president's and student activities local fund expenditures. Mr. Wright questioned if those local funds were audited by the state, and Ms. Miller confirmed that financial statements and schedules are reviewed by the VCCS.

A motion to approve the local funds report was made by Mr. Shoemaker and seconded by Mr. Thomas. Motion carried unanimously.

Ms. Miller provided an overview of the fixed asset audit by the auditor of public accounts. Two items of notice were given where assets were located in a different location and documents did not show where data were reviewed by more than one person. These items have been resolved. The entire report is on file in Ms. Miller's office.

Ms. Miller requested \$175,000 for improvements. The cafeteria improvements include painting and new furniture. The name is being changed to Campus Commons to promote a more inviting area. The goal of these improvements is to make students' time on campus enjoyable so they are more likely to stay on campus and connected with their peers. An adjunct faculty member is helping with the design.

Mr. Cronk made a motion to approve up to \$75,000 for cafeteria improvements. Mr. Thomas seconded. The motion carried unanimously.

Ms. Miller requested \$100,000 for a wellness center. Ms. Miller proposed a 1,480 sq ft renovation to house treadmills, step machines, aerobics. Mr. Wright suggested speaking with Bud Grey at Carilion to help decide on equipment. This facility will also help with new curricula.

Mr. Cronk moved to include the wellness center in the previous motion, seconded by Mr. Wright. The motion carried unanimously.

Mr. Kevin Witter updated the Board on the campus's emergency preparedness plan. Plans have included a review by outside law enforcement, a voice-over internet phone system, telephones located in the classrooms and other safety and security issues. The final proposal will be submitted to the VCCS.

Mr. Witter also updated the board on the efforts by the college in energy efficiency. The college is working diligently to promote and provide the most energy efficient components to the campus when possible.

### **EDUCATIONAL FOUNDATION**

Ms. Kay Strickland presented an overview of the annual giving campaign. The campaign was launched on July 1<sup>st</sup> and will conclude June 30, 2008. The campaign is currently 33% ahead of projections. The foundation is looking for 100% participation from the employees and leadership as well as the foundation and local boards. The foundation board is giving at 75%, and local board is at 50%.

Ms. Strickland and Dr. Sandel met with Bobby Ukrop to introduce themselves and the college. In return, Ukrop contacted the college and would like to partner by giving \$10,000 for the next five years. Ukrop's will co-sponsor courses and various events promoting food safety and food handling.

Ms. Strickland also reported a donation received from the estate of Ms. Williamson. Ms. Williamson left the foundation \$187,500 in her will.

### **PRESIDENT'S REPORT**

Dr. Sandel stated the strategic plan is going very well and is giving the college real focus and direction.

Dr. Sandel stated the state budget was prepared and is projecting a 6.5% growth while state revenues have only grown about 3%. Gov. Kaine has asked all agencies to pull back 5% to make up money not generated through state revenues. This fiscal year the college will be covered but next year a shortfall could occur.

Enrollment is currently at a historical high. A new sense of activity and excitement is being felt around campus. Dr. Sandel credits this in part to the opening of Webber Hall and the updates to the bridge area.

Mr. Thomas thanked Dr. Sandel and the college staff for the wonderful job they do.

There being no further business, the meeting adjourned at 5:32 PM.

***APPROVED:***

1/30/08  
Date

Robert H. Sandel  
Robert H. Sandel