

**VIRGINIA WESTERN COMMUNITY COLLEGE
LOCAL BOARD MEETING**

Minutes No. 230 January 24, 2008

The Virginia Western Community College Board met on Thursday, January 24, 2008, at 3:30 PM in the President's Conference Room in Fishburn Hall on Virginia Western's campus. The originally scheduled board meeting date of January 17th was rescheduled due to bad weather.

ROLL CALL		
Members Present	Mr. Barry W. Baird Mr. Dennis R. Cronk Mr. William M. Hackworth Dr. Walter A. Hunt Dr. Lorraine Lange Mr. Richard A. Shoemaker Mr. Joseph C. Thomas, Sr. Mr. Joseph B. Wright	(Roanoke City) (Roanoke City) (Roanoke City) (City of Salem) (Roanoke County) (Franklin County) (Roanoke County) (Roanoke City)
Members Absent	Mr. David P. Mitchell, Jr. Mr. Randy Rakes Mr. Bill Wilcher	(Roanoke County) (Botetourt County) (Craig County)
Staff Present	Dr. John Capps, VP of Academic and Student Affairs Ms. Marilyn Herbert-Ashton, Grants Coordinator Ms. Cheryl Miller, VP of Finance and Administrative Services Ms. Tara Nepper, Assistant to the President Dr. Robert H. Sandel, President Mr. Kevin Witter, Facilities Management	
Guests Present	Mr. Russ Ellis, Educational Foundation President	

I. WELCOME AND CALL TO ORDER

Mr. Hackworth called the meeting to order at 3:33 PM.

Mr. Hackworth welcomed Mr. Ellis to the Board meeting as a representative of the Educational Foundation. Mr. Ellis is the 2008-2009 Educational Foundation president.

Mr. Hackworth acknowledged the receipt of polo shirts from the Educational Foundation as a thank you for serving in the strategic planning process.

Mr. Hackworth updated the Board regarding meetings that have taken place with area legislators on campus and in Richmond. Mr. Hackworth recognized that the meetings are very helpful for the college.

II. APPROVAL OF MINUTES

The Board had an opportunity to review the minutes from the meeting held on September 17, 2007. Mr. Cronk made a motion to approve minutes from the regular meeting of September 17, 2007. Mr. Shoemaker seconded the motion, and the motion was approved unanimously.

III. CAMPUS UPDATES AND REPORTS

Ms. Herbert- Ashton provided the Board a report prior to the meeting containing a recap of grants received in 2007 and Vision 2013, the college-wide strategic planning process.

Mr. Russ Ellis provided the Board information about the City of Salem Community College Access Program. The City of Salem and the Educational Foundation will jointly begin a two-year pilot program beginning with the 2008 Salem High School graduates. Students will be required to complete a Free Application for Federal Student Aid and be residents of the City of Salem for 24 months prior to graduation. A press conference will be held next week. A letter will be sent out to graduating seniors. Mr. Ellis thanked Dr. Sandel and Dr. Hunt for their help in developing this project.

Mr. Ellis informed the Board that a consultant will be hired by the Educational Foundation before launching the next capital campaign. A number of areas of the college will be promoted in the fund raising efforts. Dr. Sandel thanked Mr. Ellis for his leadership with the college and thanked him for helping to move the area forward in technical education.

Mr. Poythress provided the Board a report prior to the meeting containing an overview of the proposed Virginia Western Regional Academy for Advanced Technology dual-enrollment program designed for junior and senior high school students. Programs to be offered will be advanced technology, engineering, culinary arts and HVAC. The new academy will be offered this fall.

Dr. Capps reported that 133 students have declared a major in culinary arts. A grand opening of the building housing the program will be held in April. A transfer opportunity is available into Virginia Tech's hospitality management program.

Mr. Witter provided the Board a report prior to the meeting containing an overview of projects and improvements currently taking place on campus and projects that will be coming on line. Mr. Witter thanked the board for their support in allowing the college to move forward with campus projects.

IV. ACADEMIC AND STUDENT AFFAIRS

Dr. Capps provided the Board a report prior to the meeting containing information regarding new certificates and specializations in the following programs:

- Advanced Technology Career Studies Certificate
- Management: Human Resources Development Career Studies Certificate
- Early Childhood Development Career Studies Certificate
- Engineering Career Studies Certificate
- Human Resources Management Specialization

Mr. Wright made a motion to approve these new certificates and specializations. Mr. Shoemaker seconded the motion, and the motion was approved unanimously.

V. FINANCIAL AND ADMINISTRATIVE SERVICES

Ms. Miller provided the Board a report prior to the meeting containing information regarding new finance reports. The Board reviewed the 2007-2008 financial reports, which show actual versus budget spending to date.

The Board reviewed the proposed 2007-2008 budget. Dr. Hunt made a motion to approve the proposed budget. Mr. Cronk seconded the motion, and the motion was approved unanimously.

The Board reviewed the proposed duties of the Finance Committee.

Dr. Lange made a motion to approve a three-person Finance Committee and the duties as presented. Dr. Hunt seconded the motion, and the motion was approved unanimously.

Mr. Wright, Mr. Baird and Mr. Cronk were recommended to be appointed to the Finance Committee.

Mr. Shoemaker made a motion to accept the committee appointments. Dr. Lange seconded the motion, and the motion was approved unanimously.

The Board reviewed the 2008-2009 scholarship requests submitted to localities.

The Board reviewed the five-year capital funding requests to localities. Ms. Miller reported that she and Dr. Sandel have visited Roanoke County, the City of Roanoke and Botetourt County to ask for funding for capital projects. To date, the localities met with have been extremely supportive and agreed to the proposals.

The Board reviewed the proposed college service fee and parking fee increases.

Mr. Wright made a motion to recommend approval to the state board the increase of \$.50 to the college service fee and \$.50 to the parking fee. Mr. Thomas seconded the motion, and the motion passed unanimously.

VI. PRESIDENT'S REPORT

Dr. Sandel, staff and board members have been to Richmond for various events and meetings with legislative representatives. Dr. Sandel feels that these trips have been beneficial to the college and are making a difference with legislators.

Dr. Sandel reported that enrollment is the largest ever and is pleased with the momentum and programs that are moving the college forward. Dr. Sandel appreciates everyone's support.

Dr. Sandel advised the Board that he will keep them informed if and when the college will be featured in print or television reports.

VII. OLD BUSINESS

Mr. Hackworth noted the Board approved by mail-in ballot the Vision, Mission and Goals statements, Water and Waste Technology Career Studies Certificate and the Environmental Technician Career Studies Certificate.

VIII. NEW BUSINESS

Mr. Wright inquired as to the reporting process when non-college personnel attend events with college staff or faculty. Ms. Miller noted that the college went through a stringent IRS audit a few years ago and the college follows IRS guidelines in issuing 1099 forms as needed for non-college personnel.

Mr. Wright inquired about the annual audit of the President's account. Ms. Miller confirmed that the Board chairman reviews expenses. The minutes of the meeting on May 17, 2007 confirm Mr. Hackworth reviewed and approved local fund spending.

Mr. Wright inquired about the process of the yearly presidential evaluation. Mr. Hackworth confirmed that the review was approved by the Board on May 17, 2007.

Mr. Wright inquired about receiving communication when college employees retire or are replaced. The Board in general discussion did not feel they need to be informed of all staff changes at the college.

There being no further business, the meeting adjourned at 5:52 PM.

APPROVED:

4/4/08
Date

Robert H. Sandel
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