

**VIRGINIA WESTERN COMMUNITY COLLEGE
LOCAL BOARD MEETING**

Minutes No. 232 May 15, 2008

The Virginia Western Community College Board met on Thursday, May 15, 2008, 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. William M. Hackworth (Roanoke City) Mr. Randy Rakes (Botetourt County) Mr. Joseph C. Thomas, Sr. (Roanoke County) Mr. Joseph B. Wright (Roanoke City)
Members Absent	Mr. Dennis R. Cronk (Roanoke City) 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. Bill Wilcher (Craig County)
Staff Present	Dr. John Capps, VP of Academic and Student Affairs Ms. Anne Kornegay, Dean of Natural Science, Math and Health Technology Ms. Cheryl Miller, VP of Finance and Administrative Services Ms. Tara Nepper, Assistant to the President Mr. Jim Poythress, Dean of Business Engineering Division Dr. Robert H. Sandel, President
Guests Present	Mr. Russ Ellis, Educational Foundation President

I. WELCOME AND CALL TO ORDER

Mr. Hackworth called the meeting to order at 3:31 PM.

Mr. Mike Shelton gave an explanation and demonstration of the new VWCC emergency broadcast system.

Mr. Hackworth thanked everyone who attended Commencement on Friday, May 9th. It was the largest turnout by both graduates and guests and was a wonderful end to a successful academic year.

Chancellor DuBois visited campus on Wednesday, May 14th seeking input for the next five-year plan for Virginia's Community Colleges. Area business leaders, college leaders, and students from Virginia Western, Dabney Lancaster, Central Virginia, Blue Ridge and New River attended.

A quorum is not present so motions presented at today's meeting will be sent via email for approval.

Mr. Hackworth introduced Ms. Fred Aaron, the college business manager.

II. APPROVAL OF MINUTES

The Board had an opportunity to review the minutes from the meeting held on March 20, 2008. Mr. Rakes made a motion to approve minutes from the regular meeting of March 20, 2008. Mr. Thomas seconded the motion and the motion was approved unanimously by Board members present. The motion will be submitted to the full Board through email for approval.

III. CAMPUS UPDATES AND REPORTS

Mr. Ellis presented an update for the Educational Foundation. The current employee giving campaign will wrap up on June 30. Currently, \$29,767 has been received, a total that exceeded the goal of 27,197. These funds have been put to use for students through scholarships, programming, emergency funds and the undesignated fund. These funds provide assistance to students who may have had to withdraw from classes due to unexpected financial hardships.

The Foundation hired Mr. John Harlow to do a feasibility study for the 2008-2009 giving campaign. College leadership including the Foundation and Local Boards will be asked to meet with Mr. Harlow to discuss the college's strengths and weaknesses. A monetary goal has not been set but the Foundation would like to see 100% participation from both boards.

Dr. Sandel shared that the college is very fortunate to have Mr. Ellis' leadership and guidance. Mr. Ellis is a graduate of the college and presents a very positive image for the college while taking on challenges and becoming personally involved in college activities.

Ms. Miller reviewed the written report provided to the board containing an overview of current and upcoming projects and improvements. The number one priority currently underway is roof repairs. Maintenance reserve funds are being used for some of these projects. Maintenance reserve is a fund that all colleges compete for in order to complete needed repairs. Ms. Miller anticipates that the bond including the new health technology building is expected to be signed soon and the college is positioned to move forward quickly. This new building will be funded through the Virginia Bond Authority. The existing Anderson Hall will not be torn down and the college will be able to utilize the current building during construction of the new structure.

Mr. Poythress shared an update on the regional center for advanced technology which high

school students will attend beginning in the fall. All local public high schools currently have at least one student involved. The heaviest concentration is from Franklin County High School and William Fleming High School.

Mr. Poythress stated that the Culinary Institute currently has 155 students. The program continues to grow each semester. An additional instructor is needed to handle the work load. The space currently used is limited with no room for expansion and growth of the program could lead to needing a bigger facility.

IV. ACADEMIC AND STUDENT AFFAIRS

Dr. Sandel announced that Dr. Capps will be serving as the Interim President at Lord Fairfax Community College beginning June 3. Dr. Capps will serve a six to nine month position and will not be able to apply for the position permanently. Ms. Anne Kornegay, Dean of Natural Science, Mathematics and Health Technology will be the acting vice-president in Dr. Capps' absence. Ms. Shirl Lamanca, currently Program Head for the Radiology Program will be acting dean for Ms. Kornegay. Dr. Sandel commended both Dr. Capps and Ms. Kornegay for the outstanding job they do every day for the college.

Dr. Capps presented the 2008-2009 academic scholarship recipients. This year recipients from every locality and every high school in each locality are represented. Mr. Wright suggested sending information to the localities so that they are aware of the students receiving awards. There are 14 recipients this year with an overall GPA of 3.6. All of the students represent the top 30% of their class, five are in the top ten of their graduating class. This looks to be an excellent group and the college is fortunate to have them on campus.

Dr. Capps noted that the Advanced Technology, Human Resource Management Specialization and the Management: Human Resources Development Career Studies Certificate was approved at a previous board meeting.

The Management: Entrepreneurship Plus Career Studies Certificate is a ten-credit program set to provide aspiring entrepreneurs with the skills to develop a business plan. This is a career studies program that can stand alone or link to other programs. The Tractor Trailer Driver Career Studies Certificate is a five-week program developed to get drivers in school, develop needed skills, and get them onto the road. Alliance Tractor Trailer is a private company that will be used as a subcontractor that will deliver the program and the driving portion will be held off campus.

Mr. Wright made a motion to approve the Management: Entrepreneurship Plus and Tractor Trailer Driver Career Studies Certificates. Mr. Rakes seconded the motion, and the motion was approved unanimously by Board members present. The motion will be submitted to the full Board through email for approval.

V. FINANCIAL AND ADMINISTRATIVE SERVICES

Mr. Wright presented the approved Finance Committee minutes from March 13, 2008 for review.

The Finance Committee recommended Board approval of the Local Fund Financial Reports for the period July 1, 2007 to April 30, 2008, and the recommendation was approved unanimously. The recommendation will be submitted to the full Board through email for approval.

The proposed budget for fiscal year 2008-2009 was approved as presented by the Finance Committee.

Ms. Miller reviewed a letter received from the Department of General Services regarding purchasing audits. This audit dates back to last year and changes are in place to avoid these mistakes in the future.

Ms. Miller advised the Board that the college currently owns and operates the campus bookstore. The college pays for heating, utilities and accounting support which is not included in the finance report provided for the Bookstore. Ms. Miller and the Finance Committee discussed moving to a contract vendor for bookstore operations. The move to a contract arrangement would eliminate the need for the college to provide direct support of the bookstore except for heating, electric and utilities. Bookstore contractors have features such as online ordering and retail management experience that would benefit the over-all process of the operation. The VCCS has a contract with Follet which the college could utilize.

The Finance Committee recommended Board approval for Dr. Sandel and Ms. Miller to meet with Follett to discuss/negotiate an agreement for the college. The recommendation was approved unanimously. The recommendation will be submitted to the full Board through email for approval.

VI. PRESIDENT'S REPORT

Dr. Sandel reported an increase in enrollment for spring 2008 of 5.1%, the summer semester is about 12.6% ahead of the same time last year, the largest enrollment increase of any semester. Dr. Sandel anticipates an additional 5% budget cut this year and an additional reduction next year. It is possible that the Governor will look at additional budget cuts at the end of next year.

Dr. Sandel reminded the Board that his number one priority is safety and security for all students, faculty and staff. The college is positioned well with new locks, sirens, and voice-over Internet protocol (VoIP) telephone systems so that warnings can be heard in every classroom and general purpose area. Training continues to be rolled out to ensure the entire campus community is aware

of safety procedures. These safety measures have been put into place despite the fact that no additional funding has been awarded.

VII. OLD BUSINESS

Dr. Sandel advised the Board that the Faculty Emeritus titles sent out for approval before Commencement has been tabled until later in the year. The recipients were not able to make the ceremony so the college thought it best to save that award until the yearly employee recognition program in the fall.

Mr. Hackworth advised the Board of the current health of Dr. Hunt. Dr. Hunt is in the hospital again, this time recovering from a slight stroke. The Board sends its best wishes for a speedy recovery to Dr. Hunt.

VIII. NEW BUSINESS

Mr. Hackworth announced that the Executive Committee has nominated new officers who will begin a two-year term in September. Mr. Cronk has agreed to serve as chair and Dr. Lange has agreed to serve as vice-chair.

Mr. Baird made a motion for Board approval for Mr. Dennis Cronk to serve a two-year term as Local Board Chair and Dr. Lange to serve a two-year term as Local Board Vice-Chair. Mr. Rakes seconded the motion and the motion was approved unanimously by Board members present. The motion will be submitted to the full Board through email for approval.

The board met in closed session to reviewed Dr. Sandel's annual evaluation letter to be submitted to Dr. DuBois.

Mr. Wright made a motion for Board approval for Dr. Sandel's evaluation letter and progress of 2007-2008 goals. Mr. Baird seconded the motion and the motion was approved unanimously by Board members present. The motion will be submitted to the full Board through email for approval.

Mr. Thomas asked if colleges will continue to raise tuition rates due to state budget cuts. Dr. Sandel advised that most colleges will be forced to raise tuition to off-set the cuts in budgets. The state does not provide the full level of funding needed in order to meet the needs of the college.

Mr. Baird asked if Craig County has been notified that Mr. Wilcher's term will expire in June. Dr. Sandel advised that he is working with Craig County to seek a replacement for Mr. Wilcher.

Mr. Hackworth announced that the July Board meeting will be cancelled due to lack of necessary agenda items.

There being no further business, the meeting adjourned at 4:48 PM.

ADDEMDUM:

All motions in this report were approved by a majority vote of the Local College Board on March 20, 2008.

SUBMITTED: Dr. Robert Sandel

APPROVED:

9-18-08
Date


Mr. Dennis Cronk