

**VIRGINIA WESTERN COMMUNITY COLLEGE**  
**LOCAL BOARD MEETING**  
 Minutes No. 233 September 18, 2008

The Virginia Western Community College Board met on Thursday, September 18, 2008, at 1:00pm at the Shenandoah Club, Roanoke, Virginia.

<b>ROLL CALL</b>	
<b>Members Present</b>	Mr. Barry W. Baird (Roanoke City) Mr. Dennis R. Cronk (Roanoke City) Mr. Forest Jones (City of Salem) Dr. Lorraine Lange (Roanoke County) Mr. Larry Moore (Franklin County) Mr. David P. Mitchell, Jr. (Roanoke County) Ms. Debbie Snead (Craig County) Mr. Joseph B. Wright (Roanoke City)
<b>Members Absent</b>	Mr. William M. Hackworth (Roanoke City) Mr. Randy Rakes (Botetourt County) Mr. Joseph C. Thomas, Sr. (Roanoke County)
<b>Staff Present</b>	Ms. Fredona Aaron, Business Manager Dr. Mark Emick, VP Institutional Advancement Ms. Anne Kornegay, Interim VP of Academic and Student Affairs Ms. Rachelle Koudelik-Jones, Institutional Research Mr. Owen Lofthus, Student Faculty Representative 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 Mr. Kevin Witter, Facilities Management
<b>Guests Present</b>	Mr. Russ Ellis, Educational Foundation President

**I. WELCOME AND CALL TO ORDER**

Dr. Sandel called the meeting to order at 1:00pm by recognizing outgoing board member, Richard Shoemaker. Mr. Shoemaker served the Local Board from 2000 to 2008 as a representative from Franklin County.

Dr. Sandel also recognized new board members, Ms. Debbie Snead, representing Craig County; Mr. Larry Moore, representing Franklin County; and Mr. Forest Jones, representing the City of Salem. Dr. Sandel then recognized Dennis Cronk as the new board chair and turned the meeting over.

Dennis welcomed the opportunity to serve as chairman and thanked the board. He also acknowledged Dr. Lorraine Lange as the new Local Board vice-chair.

## **II. APPROVAL OF MINUTES**

*The board had an opportunity to review the minutes from the meeting held on May 15, 2008. Mr. Baird made a motion to approve the minutes from the regular meeting of May 15, 2008. Dr. Lange seconded the motion and the motion was approved.*

## **III. CAMPUS UPDATES AND REPORTS**

Mr. Ellis presented an update for the Educational Foundation. The 2008-2009 annual giving campaign is about one-third completed. The Foundation has 100% support from its board and 70% support from the Local Board. The employee giving campaign has been launched and is at \$24,000 to date. This amount is up approximately \$2,000 over last year. This support shows the dedication and commitment of the college's staff and faculty.

Mr. Ellis reported that the Salem City Community College Access Program has begun with 64 students. Financial aid has paid 31% of the cost which is higher than originally anticipated. The Foundation is working with Salem to continue this pilot program in the 2009-2010 year. The Foundation has had positive talks with Roanoke City to begin the Roanoke Community College Access Program to provide the same tuition assistance to students graduating from high schools in Roanoke City.

The foundation is in the process of creating a real estate foundation. This entity would be able to accept real estate gifts. This proposal will go before the State Board in November.

Mr. Witter reviewed the written report provided to the board containing an overview of current and upcoming projects and improvements.

Mr. Poythress reviewed the written report on the culinary arts program. Currently 186 students are enrolled in the culinary arts major program. This program continues to grow and community support continues to be very high. The new culinary institute building is used all day and all available footage is being utilized. Mr. Poythress is receiving inquiries from high schools beyond the college's service region to discuss the program.

The Advanced Technology Center has 54 students enrolled in three programs. The instructors report that the students involved in this program are very sharp and excited about being on campus. The Center is currently serving six school systems and 11 high schools.

Ms. Koudelik-Jones reviewed statistics given to the board containing an overview of the current student population. Enrollment is up about 900 students over same time last year. Statistics show that the average age of students is lower due to a higher number of dual enrollment students.

#### **IV. ACADEMIC AND STUDENT AFFAIRS**

Ms. Kornegay stated that the college reviews programs each year to determine viability and to make certain all programs are effective and productive. The Curriculum Committee has recommended the Child Care Certificate be discontinued due to low enrollment and a low number of graduates. The last student in the program is scheduled to graduate in May 2010. Ms. Kornegay acknowledged the Early Childhood Career Studies program is more up-to-date and relevant for students entering this field. Ms. Kornegay requested the Board to approve discontinuance of the Child Care Certificate program.

*Mr. Wright made a motion to approve the discontinuance of the Child Care Certificate program. Mr. Mitchell seconded the motion, and the motion was approved unanimously.*

#### **V. FINANCIAL AND ADMINISTRATIVE SERVICES**

Mr. Wright presented the following items on behalf of the Finance Committee for local board consideration of approval:

- Local Funds Financial Reports for the period July 1, 2007 to June 30, 2008
- Local Funds Financial Reports for the period July 1, 2008 to August 25, 2008
- Request of \$10,000 allocation from local funds for the college wide customer service training program, "The People We Serve"
- Request for local funds in the amount of \$234,000 to used to complete the new campus coffee shop
- Request of a \$70,000 allocation of local funds to be used to repay the DOE for financial aid loans that were issued incorrectly revealed in a recent review of loans issued during 2007-2008 school year

*The Finance Committee recommended board approval of the five items listed above and the recommendation was approved unanimously.*

Mr. Wright briefed the board on the following items (as presented by Ms. Miller) in the Finance Committee meeting on September 11, 2008:

- Progress of the bookstore operations by Follett. The bookstore changeover occurred in July and operations are running smoothly
- Update on the progress of the new campus coffee shop

Mr. Wright reviewed the TAC 60% progress report and detailed the changes that have occurred to date. He also provided an update to the board on the selection of the architectural firm to move forward with the new health technology and science building.

Mr. Wright closed with a review of the VCCS Internal Audit findings for the period July 1, 2007 to June 30, 2008. The college took note of the areas discussed for improvement and necessary changes have been made.

## **VI. PRESIDENT'S REPORT**

Dr. Sandel reported to the board that the college is moving in the right direction. Enrollment is ahead of the same time last year and is the largest enrollment increase of any semester.

Dr. Sandel touched briefly on the current budget situation. The actual impact on the college will not be known until the Governor completes his review of first quarter results and will then advise state agencies of any changes to general fund allocations.

## **VII. OLD BUSINESS**

There was no old business to discuss.

## **VIII. NEW BUSINESS**

Dr. Mark Emick reviewed the process the college has undertaken to develop an updated strategic plan. The college has exceeded all expectations and developed a plan that will provide guidance to faculty, staff, and students for the next five years. The overall process has been inclusive and many students, faculty, staff, business leaders, and community members were involved in the process. The plan is learning centered and is modeled exclusively on how to serve students.

Dr. Emick commended Ms. Koudlick-Jones for her work on this plan. The plan will be implemented immediately and the structure is in place for divisions and units of the college to develop objective based goals and evaluate the progress.

*Dr. Lange motioned for board approval for the Strategic Plan and Mr. Baird seconded, the recommendation was approved unanimously.*

Mr. Cronk thanked everyone for the work they have put into this project.

Mr. Cronk thanked Dr. Sandel for the luncheon.

Mr. Wright advised the board that the president's budget had been reviewed. The president's activities monies have been spent on college related activities.

There being no further business, the meeting adjourned at 2:30 PM.

**APPROVED:**

11/15/09  
Date

  
Mr. Dennis Cronk