

# VIRGINIA WESTERN COMMUNITY COLLEGE

## Local Board Meeting Minutes Minutes No. 235 January 15, 2009

The Virginia Western Community College Local Board was called to order at 3:30pm on Thursday, January 15, 2009 in the President's Conference Room by Chairman Dennis Cronk. He welcomed Ms. Amy Fenster, who attended the meeting as a representative of the Faculty Senate.

Members Present      Mr. Barry Baird, Roanoke City  
                                 Mr. Dennis Cronk, Roanoke City.....Chair  
                                 Mr. Forest Jones, City of Salem  
                                 Mr. Larry Moore, Franklin County  
                                 Ms. Debbie Snead, Craig County  
                                 Mr. Joseph Wright, Roanoke City  
                                 Mr. Joseph Thomas, Roanoke County  
                                 Mr. William Hackworth, Roanoke City

Members Absent      Mr. David P. Mitchell, Roanoke County  
                                 Dr. Lorraine Lange, Roanoke County.....Vice Chair  
                                 Mr. Randy Rakes, Botetourt County

Staff Present              Ms. Fredona Aaron, Business Office Manager  
                                 Ms. Amy Balzer, Administrative Assistant  
                                 Ms. Amy Fenster, Faculty Senate Representative  
                                 Ms. Anne Kornegay, Interim VP of Academic and Student Affairs  
                                 Ms. Cheryl Miller, VP of Financial and Administrative Services  
                                 Mr. Jim Poythress, Dean of Business Sciences and Engineering Technology  
                                 Dr. Robert Sandel, College President  
                                 Mr. Kevin Witter, Director of Facilities, Planning, and Development

Guests Present         Mr. Russell Ellis, Educational Foundation President

### I.      APPROVAL OF MINUTES

*Mr. Hackworth made a motion to approve the minutes from the regular meeting of Sept 18, 2008.  
Mr. Moore seconded the motion and the motion was approved.*

### II.     EDUCATIONAL FOUNDATION REPORT

Mr. Ellis presented an update for the Educational Foundation. He recapped the 2008 programs and successes, noting the Salem Access Program with 64 students, an increase in scholarship awards over the previous year, completion of the feasibility study, establishment of a real estate foundation enabling the transfer of the Smith Farm property from the State Board to the Educational Foundation, and the Roanoke Women's Foundation gift of \$100,000 to the Roanoke City College Access Program. The foundation's goals for 2008 were met and exceeded. He stated new items for 2009 so far are a \$20,000 settlement from an old mutual fund holding and \$100,000 pledge to the Salem Access Program. A brief discussion of the feasibility study and Roanoke County's position with the College Access Program concluded the update.

### **III. PRESIDENT'S REPORT**

Dr. Sandel thanked everyone for sharing their time and appreciates having such an active college board. He then reported on the following:

- Commented on the current budget situation and the fact that K-12 schools are now being affected. VWCC is being asked to take an additional 5% reduction in FY 2009-2010. This is in addition to the 5% reduction for FY 2008-2009. The college has experienced 5.5% growth this past fall, and a 9.5% increase is anticipated for the spring semester, with dual enrollment up 8-11%. Growth is important as tuition is the main source of funding outside of the general funds. He noted the importance that the students not feel the impact of the budget constraints and appreciates the support of the faculty and staff.
- Discussed the college's significant on-going payroll savings from retirements, which have been a good situation for all those affected and will help improve the position of the college for the next year.
- Stated that he would present a request for approval of the sale of the Smith Farm property to Franklin County at the next State Board meeting in March. The proceeds will go to the Educational Foundation for the next campaign and scholarships to Franklin County students.
- Shared that he has been selected as Chairman of the Strategic Planning Task Force for the VCCS 2010-2016 initiative and is working with an excellent committee.
- Commended Ms. Anne Kornegay for an exceptional job in performing the duties of Interim Vice President of Academic and Student Affairs. He noted that she has high expectations of others and has gained great respect and admiration from the faculty and staff. He thanked her for her dedication, and the group applauded her.
- Reported the localities have continued to support the college during tough times. Roanoke City and the city schools are working diligently to position themselves for the 2010 Access Program. Salem's Access Program has proven to be a great success, and they are also preparing for next year.
- Reported the new Science, Math and Health Professions building will be located in Parking lot 8E. This will be a benchmark, state-of-the art building. There are plans to create a courtyard area and connect the surrounding buildings together. This will be a first-class facility with a college atmosphere.

### **IV. COLLEGE REPORTS AND UPDATES**

#### **FACILITIES**

Mr. Witter reviewed the facilities management report provided to the board containing an overview of current and upcoming projects and improvements with special mention of the following:

- The new building has moved to the programming phase now that the user group interviews have concluded. The next phase will be the conceptual phase, which includes floor plans, etc.
- Parking will be lost due to the location of the new building and is already stressed with increased enrollment. All possibilities will be exhausted in creating additional parking areas.

- TAC projects will increase efficiency on the north side of campus.
- Coffee Shop and Fitness Center provide direct benefits to faculty and staff.
- Anderson Hall will not be demolished, and preplanning is being done for future use.

### **BUSINESS, ENGINEERING, AND TECHNOLOGY DIVISION**

Mr. Poythress reviewed the written report on the Business, Engineering and Technology Division and commented on the following:

- The site visit by Association of Collegiate Business Schools and Programs was recently conducted, and the college received reaccreditation. Virginia Western is the only community college in Virginia with this accreditation, which is held mostly by four-year institutions.
- Brief explanations of the submitted grant proposals, noting the Franklin County viticulture proposal would hopefully result in creating a viticulture industry and dual enrollment opportunities for the high school students in Craig County.
- The Culinary Program has filled 404 seats, with 48 seats from the Academy.

### **ACADEMIC AND STUDENT AFFAIRS**

Ms. Kornegay reported that the college reviews programs each year to determine viability and to make certain all programs are effective and productive. A number of programs are to be discontinued either because of low enrollment or they are being replaced with updated curricula. The Tractor Trailer Driver certificate program, in particular, is being revised from credit to non-credit to meet the needs for quick training and job placement. The Environmental Technician Program's grant funding is expiring, and limited employment opportunities in the area are the reasons for this discontinuance. The respective Curriculum Advisory Committees have recommended the following actions for the certificate programs and specializations:

Discontinuance:

- IT : Help Desk Technician
- IT: Computer Graphics and Internet Programming
- IT: Microsoft Professional Developer
- Network Technician
- Web Scripting and Design
- E-Commerce Computer Applications Development
- Tractor Trailer Driver
- Environmental Technician

Approval:

- IT: Application Programmer
- IT: Web Programmer
- IT: Technology Support Specialist
- Mass Communications

*On a motion by Mr. Wright and seconded by Mr. Thomas, the board unanimously agreed to respectively discontinue and approve the above-mentioned certificates and specializations.*

Ms. Kornegay then presented a list of proposed memberships of the Curriculum Advisory Committees. She noted that these committee members provide vital guidance and feedback on our programs and new members are always welcome.

*Mr. Thomas made a motion to approve the curriculum committees as presented. Mr. Moore seconded the motion and the vote was approved.*

## **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, 2008 to November 30, 2008, including the Report on Investments dated Nov. 30, 2008
- Bookstore Financial Reports dated July 1, 2007 – June 30, 2008
- Bookstore Financial Reports July 1, 2008 – December 16, 2008

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

Mr. Wright briefed the board on key items that were discussed in the Finance Committee meeting on January 7, 2009, including the committee's approval to secure an additional \$1million of local funds for the new health technologies building to be available as a cushion and added flexibility for the exterior perimeter of the building and courtyard. The budget plan will be adjusted accordingly.

*As a result, the Finance Committee recommended board approval of the additional \$1million of local funds to be moved to the new health technologies building fund. The recommendation was approved unanimously.*

Mr. Wright reported that the transition of the bookstore to Follett has been smooth and that the Financial Aid audit is complete and repayment has been made with state funds. He also noted that the increased fees by the State Board have been helpful. Lastly, he brought attention to the Report on Investments showing income on the conservative investments with LGIP.

Mr. Cronk commented on the proactive role of Virginia Western once the financial aid errors were found.

Dr. Sandel thanked Mr. Wright and Ms. Miller for establishing the Finance Committee and the fine job the committee does.

## **V. OLD BUSINESS**

Mr. Cronk reviewed the resolution for conveyance of the Smith Farm property from the State Board to the VWCC Real Estate Foundation that was voted on by absentee ballot on October 3, 2008, and suggested a board vote for reaffirmation of the absentee ballot.

*Mr. Cronk made a motion to reaffirm the resolution for conveyance of Smith Farm property that was passed by absentee ballot in October 2008. Mr. Thomas seconded the motion and the motion was approved unanimously.*

**VI. NEW BUSINESS**

Dr. Sandel and Mr. Cronk invited all Local Board members to attend the VCCS Legislative Reception in Richmond on the evening of February 3<sup>rd</sup>, 2009.

Mr. Cronk shared the 2009 Locality Budget Request Distribution and that Ms. Miller has sent out the requests. The requests were not increased this year due to the generosity of the localities with their capital contributions to the new building and the current economic situation. Mr. Cronk and Dr. Sandel noted that the localities are very supportive of the college's requests and offer great support.

**VII. ADJOURNMENT**

Mr. Cronk thanked everyone for attending and reminded them of the next Board meeting scheduled for March 19, 2009 at 3:30pm in the Fishburn Hall F115 conference room.

There being no further business, the meeting adjourned at 4:45 PM.

Minutes submitted by:

Amy Balzer

Minutes Approved by:

  
Mr. Dennis Cronk, Chair

\_\_\_\_\_ Date