

# VIRGINIA WESTERN COMMUNITY COLLEGE

## Local Board Meeting Minutes Minutes No. 236 March 19, 2009

The Virginia Western Community College Local Board was called to order at 3:30pm on Thursday, March 19, 2009 in the President's Conference Room by Chairman Dennis Cronk. He welcomed Mr. Owen Lofthus, who attended the meeting as a representative of the Faculty Senate. Mr. Cronk also welcomed Dr. John Capps back to Virginia Western after serving eight months as Interim President for Lord Fairfax Community College, also noting that the college appreciates those who filled in for him in his absence.

Members Present: Mr. Barry Baird, Roanoke City  
Mr. Dennis Cronk, Roanoke City.....Chair  
Mr. William Hackworth, Roanoke City  
Mr. Forest Jones, City of Salem  
Dr. Lorraine Lange, Roanoke County.....Vice Chair  
Mr. David P. Mitchell, Roanoke County  
Mr. Larry Moore, Franklin County  
Ms. Debbie Snead, Craig County  
Mr. Joseph Thomas, Roanoke County  
Mr. Joseph Wright, Roanoke City

Members Absent: Mr. Randy Rakes, Botetourt County

Staff Present: Ms. Fredona Aaron, Business Office Manager  
Ms. Lori Baker, Dean of Student Services  
Ms. Amy Balzer, Administrative Assistant  
Dr. John Capps, VP of Academic and Student Affairs  
Ms. Anne Kornegay, Dean of Math, Science, and Health Technology  
Mr. Owen Lofthus, Faculty Senate Representative  
Ms. Cheryl Miller, VP of Financial and Administrative Services  
Mr. Jim Poythress, Dean of Business Sciences and Engineering Technology  
Mr. Kevin Witter, Director of Facilities, Planning, and Development

Guests Present: Mr. Russell Ellis, Educational Foundation President

### I. APPROVAL OF MINUTES

*Mr. David Mitchell made a motion to approve the minutes from the regular meeting of January 15, 2009. Mr. Forest Jones seconded the motion and the motion was approved.*

### II. EDUCATIONAL FOUNDATION REPORT

Mr. Russ Ellis presented an update for the Educational Foundation:

- The investment market has suffered serious volatility and declines in the last year, negatively impacting educational endowments. The Educational Foundation is committed to assist as many needy students as possible with the funds available, while protecting the historic value of every endowed fund in an effort to ensure perpetuity. Endowed and annual scholarships available for fall 2009 total \$70,739, and will impact 117 students.
- As a result of the foundation's feasibility study, a marketing firm (Neathawk, Dubuque &

Packett) has been hired to help develop a marketing and cultivation plan. The plan should be available in May, and the Board will be kept up to date.

- College Access Programs will be available to both Salem and Roanoke City students this fall. Mr. Luke Waldrop has generously pledged \$100,000 to the SCCAP.

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

Dr. John Capps provided the President's Report in the absence of Dr. Robert Sandel. He expressed his delight in returning to his Virginia Western family and explained the following:

- Spring enrollment is currently reflecting a 3.1% increase in headcount, 6.5% increase in FTES, and an annualized FTES increase of 5.8%. He noted that increased enrollment means increased budget amounts, but also means that the college is serving more citizens in its service area and therefore making a positive impact on the communities we serve.
- The state has elected to use stimulus monies from the American Recovery and Reinvestment Act of 2009 to restore 97.5% of the 5% additional budget cut the college was braced for, leaving us essentially level funded in FY 2010. This funding will be used toward one-time purchases and investments that will impact the students and the community directly, not for investing in items or personnel resulting in reoccurring expenses.
- Like all state agencies, VWCC is being asked to do more with less. *We are* doing more, for example, the Salem and Roanoke City Access Programs; joint effort with Roanoke County to graduate high school students with an associate's degree from VWCC; working with local law enforcement agencies to enable all officers in our service area to earn an associate's degree in Administration of Justice; working toward defining student learning outcomes for all programs; and implementing a new open budget process. From discrete accomplishments like the reaccreditation of the radiography program to ongoing initiatives like the Advanced Technology Academy, we are making progress on a variety of fronts amid declining budgets.
- Dr. Sandel reminds us that a college is only as good as its people. Virginia Western is a terrific college with wonderful people. The college is very fortunate to have Dr. Sandel as the president and also to have such an active local board that provides leadership and support.

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

#### **ACADEMIC AND STUDENT AFFAIRS**

Ms. Anne Kornegay explained that the Southern Association of Colleges and Schools (SACS) 5<sup>th</sup> year report has been underway since November 2008 and is due in October 2009. The college's last reaffirmation was in 2003, with a target renewal in 2014 (the site visit will take place in the fall of 2013). Ms. Anne Kornegay and Ms. Rachelle Koudelic-Jones are scheduled to attend a conference this summer to ensure that the proper steps are being taken and the guidelines are being followed.

Ms. Rachelle Koudelic-Jones distributed and explained the results of the College Employee Survey conducted in February with 237 responses collected. This is the college's first employee survey taken for interest purposes. While there were no real surprises on the results, the survey did reflect the need for enhanced communication on campus and a desire for increased faculty involvement in decision-making. However, overall quality of education, faculty interaction with students, campus security, grounds maintenance and the help desk all received high rankings.

Ms. Lori Baker introduced the new orientation program, *Discover*, launching this summer for new degree-seeking students. This program will acquaint new students with support services, facilities, and student life opportunities. In addition, students will receive academic advising and campus tours, and there will be an orientation session for the supporters of the students. The website to

register for Discover will be activated once the spring advising sessions have been completed at the service area high schools (May 11). This is a pilot program with the main goals of student engagement and retention. A secondary benefit will be reduced congestion in the admissions and counseling offices at peak registration periods.

## **FACILITIES**

Mr. Kevin Witter briefly discussed the new Wizard program (VaWizard.org) aimed at helping current and potential students with career and education plans. The program was announced this day with Dr. Sandel, Dr. Capps, and Virginia Western personnel along with the Chancellor and several key systems office personnel present to show their support. Mr. Witter then 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 conceptual phase, and a three-dimensional model should be available by the May Board meeting.
- Coffee shop bids were opened with the lowest bid being approximately \$122,000, substantially lower than budgeted.
- TAC meeting for Virginia Western project schedule is April 2<sup>nd</sup>. Solar panels will be installed on Duncan hall for lighting. 'Green' upgrades and 'green' teaching opportunities are being considered at all times. It was noted that if VWCC wants to teach 'green' we should be 'green', setting good examples.
- Parking continues to be an issue with increased enrollment and displaced parking once the new building construction begins. A parking study has been done to review parking options.

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

Mr. Jim Poythress highlighted some key initiatives and projects underway in the BET Division:

- The Career and Technical Education (CTE) Matrix designed to identify and compare career and technical offerings in our service area high schools and more specifically to identify areas of need. This was done in an effort to better recruit students to continue their studies and improve on their skill sets while attending VWCC. Gaps were noted and are being addressed.
- Areas of need that may be considered for funding by the Stimulus Act.
- Viticulture visit to Surry Community College in June.
- Summer camps: GEMS (Girls Embracing Mechatronics), Tech Prep Career Pathways.
- Funding for Alternative Energy summer camp programs.

## **FINANCIAL AND ADMINISTRATIVE SERVICES**

Mr. Joe Wright briefed the board on key items that were discussed in the Finance Committee meeting on March 11, 2009:

- The Bookstore Fund transfer of \$400,000 to the Construction Fund.
- The Construction Fund now reflects the \$2 million set aside in local funds for the new building and courtyard area.
- The Bookstore Fund will close out with a zero balance at the end of June 2009.

Ms. Cheryl Miller then addressed the request by the VCCS that the TAC energy savings project funds in the amount of \$247,292 be deposited into a capital account to draw from in order to begin the project.

*As a result, the Finance Committee recommended board approval giving Chairman Cronk the authorization to sign a letter requesting the transfer of these funds to a capital account to be drawn from for the TAC Energy Savings Project. The recommendation was approved unanimously.*

Mr. Wright discussed and then 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- February 28, 2009.
- Bookstore Financial Reports dated July 1, 2008 – February 28, 2009.
- Parking fee increase from \$1.00 to \$2.00 per credit hour, effective fall 2009, and pending state board approval.
- Parking construction up to \$500,000 to be funded by the Parking Fund

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

Mr. Cronk noted that he, Ms. Miller, Dr. Sandel and state board member, Mr. Jeff Mitchell, toured the Smith Farm property. It is important that the state board understands that the college has a purpose with the funds and that we need to move now while the pieces are in place. Hopefully the State Board will consider this request to sell the property at its next board meeting in May.

#### V. OLD BUSINESS

Mr. Cronk reviewed the request by the Academic and Students Affairs Division for the degree program name change from Computer and Electronics Technology AAS to Electrical Engineering Technology AAS. This program name change passed by majority vote via email in January 2009. A Board vote was suggested for reaffirmation of the email ballot.

*Mr. Wright made a motion to reaffirm the degree program name change from Computer and Electronics Technology AAS to Electrical Engineering Technology AAS, effective summer 2009, that was passed by email ballot in January 2009. Dr. Lange seconded the motion and the motion was approved unanimously.*

#### VI. NEW BUSINESS

No new business.

#### VII. ADJOURNMENT

Mr. Cronk thanked everyone for attending and reminded them of Commencement on May 15<sup>th</sup> at 6:30 pm in the Salem Civic Center. The next board meeting is scheduled for Thursday, May 21, 2009 at 3:30 pm in the Fishburn Hall President's Conference Room.

There being no further business, the meeting adjourned at 5:02pm.

Minutes submitted by: Ms. Amy Balzer

Minutes Approved by:

  
Mr. Dennis Cronk, Chair

5/21/09  
Date