

VIRGINIA WESTERN COMMUNITY COLLEGE

Local Board Meeting Minutes Minutes No. 239 January 21, 2010

The Virginia Western Community College Local Board was called to order at 11:30 am Thursday, January 21, 2010, in the Natural Science Center by Chairman Dennis Cronk. He welcomed everyone and thanked them for their time and dedication to Virginia Western.

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

Members Absent: Ms. Debbie Snead, Craig County
Mr. Joseph Thomas, Roanoke County

Staff Present: Ms. Fredona Aaron, Business Manager
Ms. Amy Balzer, Administrative Assistant
Ms. Jeri Barnett, Administration of Justice Department Head
Dr. John Capps, Vice President of Academic and Student Affairs
Ms. Anne Kornegay, Dean of Institutional Effectiveness
Ms. Cheryl Miller, Vice President of Financial and Administrative Services
Ms. Kay Strickland, Exec. Director of Foundation and External Relations
Mr. Kevin Witter, Director of Facilities, Planning and Development

Guests Present: Mr. James Arend, Educational Foundation Board of Directors, President

I. COMMENTS AND APPROVAL OF MINUTES

Mr. Cronk explained Dr. Sandel was asked by the Chancellor to attend the State Board meeting in Richmond to be acknowledged for his leadership of the VCCS Strategic Planning Task Force in their successful efforts in developing the new strategic plan, *Achieve 2015*. This new plan was approved and adopted by the State Board in September 2009. Mr. Cronk then welcomed Mr. James Arend, the new president for the Educational Foundation Board of Directors, noting that he had served a six-year term as a local board member in the past.

Mr. Hackworth made a motion to approve the minutes from the regular meeting of September 17, 2009. Mr. Moore seconded the motion and the motion was approved.

II. SPECIAL REPORT

Ms. Strickland, Executive Director of the Educational Foundation and External Relations, reported

that the Smith Farm property in Franklin County has been approved for sale by the college to Franklin County with the understanding that the covenants of the will be respected in that the land will be used for recreational and educational purposes only. There is a Memorandum of Understanding between Virginia Western and Franklin County in place, and the transfer is scheduled to occur within the next few weeks. The purchase price is \$1 million, paid in \$100,000 installments over 10 years. The proceeds from the sale will be used to fund College Access Program educational scholarships.

III. PRESIDENT'S REPORT

Dr. John Capps provided the President's Report in Dr. Sandel's absence. He reported that at this midpoint of the academic year, the situation would be best described by a quote from Charles Dickens, *'It was the best of times. It was the worst of times.'*

The best times being:

- Fall 2009 FTE enrollment experienced a 8.2% increase over fall 2008
- Spring 2010 currently showing an 11% increase over last spring's FTEs, showing greater retention
- New successful programs such as the Discover Orientation and PRISMM Developmental Math programs
- The completion of the Fifth-Year Report to SACS
- The initiation of the Roanoke City College Access Program, in addition to the existing Salem Access Program

The worst times being:

- Current and anticipated budget reductions.
- College was forced to re-evaluate the way it does business and as a result underwent major restructuring, including workforce reductions, reassignments, and division merger. The end result of this reorganization will be more efficient operations coupled with savings of approximately \$1.4 million next year to better position the college for the anticipated deeper budget cuts.

IV. COLLEGE REPORTS AND UPDATES

ACADEMIC AND STUDENT AFFAIRS

Dr. Capps introduced Ms. Jeri Barnett, instructor and program head for the Administration of Justice (ADJ) Program. She familiarized the board with the ADJ Program and the very active Justice Club. Ms. Barnett highlighted the current partnership between VWCC and the Roanoke City Police Department called the 'Cohort Program.' This program offers educational opportunities to the Police Academy students via dual enrollment taught by adjunct faculty at the academy. This not only shares the expense of the classes, but also allows the students to earn college credit while attending the academy, thereby increasing the potential for earning a degree.

Ms. Barnett then discussed initiatives that the Justice Club is directly involved in:

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| RMC/VT Security Detail | Roanoke City Jail |
| --- Habitat House | ---Tactical Response Team Demo |
| Operation Rescue Mission | Roanoke Valley Big Read |
| Law Enforcement Ride Alongs | Interview of Offender |
| Psychological Profiling | Criminal Justice Professionals on campus |
| Portfolio Opportunities | |

Dr. Capps provided the list of proposed 2010 Curriculum Advisory Committee memberships, appointed by deans and faculty of their respective divisions. These committees provide a vital link between the college and community by providing essential feedback and input into our programs of study to ensure that the curricular components remain current and pertinent to the community needs.

Dr. Lange made a motion to approve the membership of the Curriculum Advisory Committees as presented. Mr. Mitchell seconded the motion and the motion was approved.

Dr. Capps explained that the college assesses programs each year to determine their viability and make certain that all programs are effective and productive. The board reviewed information regarding the following proposals for new certificates and specializations, program name changes, and program discontinuances:

Approval of New Programs, Certificates, Specializations:

Accounting-Career Studies
IT: Database and Program Developer-Career Studies
Horticulture: Viticulture-Career Studies

Approval of Program Name Changes:

Administrative Management Technology-formerly Administrative Support Technology
Administrative Professional-formerly Clerical Studies
Executive Assistant-formerly Office Assistant
Advanced Technology in Mechatronics-formerly Advanced Technology
Advanced Technology in Mechatronics-Fundamentals- formerly Electromechanical Technology
Technical Studies-Mechatronics Technology Specialization (01)-
formerly Electromechanical Technology Specialization

Discontinuance of Programs, Certificates, Specializations:

Air Conditioning and Refrigeration, Certificate (903)
IT: Application Programmer Career Studies Certificate (221-299-03)
College Preparation in English (221-624-48)
College Preparation in Mathematics (221-624-49)
Horticulture Technology: Floral Design Career Studies Certificate (221-335-02)
Horticulture: Floral Design and Marketing Specialization, AAS
Horticulture: Landscape Management Specialization, AAS
Management: Banking and Finance Specialization, AAS
Management: Real Estate Specialization, AAS
IT: Mobile Programming Career Studies Certificate (221-299-44)
Office Technology (221-298-08)
Pharmacy Technician (221-190-08)
IT: Technology Support Specialist Career Studies Certificate (221-299-21)
Horticulture Technology Urban Tree Management Career Studies Certificate (221-335-86)
Welding Certificate (995)

Mr. Jones made a motion to approve the new, changed, and discontinued programs, certificates, and specializations as listed above. Dr. Lange seconded the motion and the motion was approved.

Ms. Kornegay, Interim Dean of Institutional Effectiveness, reported that the Fifth-Year Interim Report was submitted to SACS in October and the college is awaiting the response. The Board will be updated at the March meeting. She also noted that the Institutional Effectiveness Office has developed a more data-intensive outcomes monitoring process, and the results will be available via the college website in the very near future. She then requested that an annual review of the college mission be established to comply with SACS requirements.

Mr. Wright made a motion that the college mission and associated goals be reviewed annually at the September meetings of the Local Board. Mr. Hackworth seconded the motion and the motion passed.

Ms. Kornegay then explained that the college's student conduct policy also needs to be reviewed annually to comply with VCCS policy.

Mr. Wright made a motion that the college's student conduct policy be reviewed annually at the September meeting of the Local Board. Dr. Lange seconded the motion and the motion passed.

Ms. Kornegay further requested that the Local Board define the mechanism for dismissal of board members to comply with SACS requirements. SACS requires membership dismissal be for cause and that due process be provided. It is requested that the board determine the number of absences to constitute recommendation for removal, adopt a process for member notification, and process for making a final determination. Ms. Miller noted she would check with the appointing localities to see if they have attendance requirements in place and will report back to the board at the March meeting with suggestions for dismissal criteria.

FINANCIAL AND ADMINISTRATIVE SERVICES

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 (July 1, 2009 – December 31, 2009)

The Finance Committee recommended board approval of the financial reports as presented, and the recommendation was approved unanimously.

Mr. Wright noted that the locality requests had been mailed out and the amount remained the same for the last few years. He also pointed out the audit results in the information packets noting that there were only minor findings and the college has addressed these already.

Ms. Miller added that the proposed addition to the Student Activities Building, discussed at the September meeting, is contained in the current budget plan and will likely be approved by the General Assembly. Discussions regarding the funding and the value of the addition versus the increase in student fees will need to take place at the next meeting or beforehand, depending on the state board deadline.

EDUCATIONAL FOUNDATION

Mr. Arend updated the board on the following key areas:

- The Employee Giving Campaign has passed its target by \$5000. The employees have continued to be very generous this year given the economic situation
- The new marketing campaign has been successful in sparking interest. The college is now in phase 2, “We’ll take you there.” The marketing firm is working to create a consistent message and uniform appearance for all college materials
- The Foundation is laying the groundwork for its second major gifts campaign, to be overseen by John Harlow and Assoc. and will solicit from 2010-2012. During this time, the Foundation will pursue naming opportunities for the new allied health building
- The Foundation’s Board of Directors has three new members: Warner Dalhouse, Victor Giovanetti, and Larry LaCriox

V. REPORT FROM THE CHAIR

Mr. Cronk announced the appointment of the Local Board Executive Committee as being Mr. Hackworth, Dr. Lange, Mr. Burgess, Ms. Snead, Mr. Moore, and Mr. Jones. The aforementioned membership will provide representation from each of the localities as required in the bylaws.

Mr. Baird made a motion to approve the Executive Committee appointments. Mr. Wright seconded the motion and the motion passed.

Mr. Cronk then proposed the board meeting schedule remain the same but the time be changed to 11:30am as the time of day seems to be better for the members as reflected by attendance.

Mr. Jones made a motion that the Local Board meeting time be set at 11:30am. Mr. Hackworth seconded the motion and the motion passed.

VI. ADJOURNMENT

Mr. Cronk thanked everyone for attending and noted that the next meeting is March 18, 2010, at 11:30am in the Natural Science Center.

There being no further business, the meeting adjourned at 12:45pm.

Minutes submitted by: Ms. Amy Balzer

Minutes Approved by:

Mr. Dennis Cronk, Chair

Date