

VIRGINIA WESTERN COMMUNITY COLLEGE

BOARD MEETING 207

April 25, 2002

The Virginia Western Community College Board met on Thursday, April 25, 2002, at 6 p.m. at the Roanoke Country Club in Roanoke, VA.

MEMBERS PRESENT: Mr. James Arend, Chair
Ms. Margaret Grayson
Mr. Stan Lanford
Ms. Harriet Lewis
Mr. Randy Rakes
Dr. Robert Sandel, Executive Secretary
Mr. Richard Shoemaker

Mr. Michael F. Urbanski
Ms. Audrey Wheaton
Mr. Bill Wilcher

MEMBERS ABSENT: Mr. George Logan
Mr. Geoffrey Ottaway

STAFF PRESENT: Dr. J. Andrew Archer, Dean of Academic & Student Affairs
Mr. Dwight Blalock, Dean of Finance & Administrative Services
Dr. Mark Emick, Dean of Workforce Development & Lifelong Learning
Mr. David Hadden, President of Student Government Association
Ms. Emily Henning, Administrative Officer for Development
Ms. Brenda Shepherd, Secretary

1. CALL TO ORDER

Mr. Arend called the meeting to order at 6:05 p.m. and reminded the Board members that graduation will be on May 9 at the Salem Civic Center. He introduced Mr. David Hadden, Virginia Western's Student Government Association President and welcomed him to the Board meeting.

2. APPROVAL AND RATIFICATION OF BOARD MEETING MINUTES

A motion was made by Mr. Lanford and seconded by Mr. Wilcher that:

The VWCC Board ratify the actions taken at the January 17, 2002, meeting and approve those minutes as written.

The motion was unanimously approved.

3. PROPOSED 2002-2003 Meeting Dates

The VWCC Local Advisory Board typically meets bimonthly on the third Thursday of every other month at 3:30 p.m. in the President's Conference Room in Fishburn Hall. The proposed meeting dates for 2002-2003 academic year are:

2002

July 18
September 19
State Board Meeting – November

2003

January 16
March 20
May 15

A motion was made by Mr. Rakes and seconded by Ms. Grayson that:

The VWCC Board approve the proposed 2002-2003 Board meeting dates as presented.

The motion was unanimously approved.

4. PRESIDENT'S GOALS

Mr. Arend presented a list of Goals and Objectives for Dr. Sandel for the 2002-2003 academic year. He mentioned that he and Dr. Sandel had discussed these goals, and they seem appropriate, focused, and timely.

A motion was made by Mr. Shoemaker and seconded by Ms. Wheaton that:

The local board approve the "President's Goals & Objectives" for 2002-2003 as presented.

The motion was unanimously approved.

5. CURRICULAR ITEMS

Dr. Archer reported that a curriculum program review of all degree programs offered at the college has been completed and programs producing the fewest FTES have been closely evaluated. As a result, the Curriculum Committee, the Lay Advisory Committees, and the Division Chairs are recommending the discontinuance of the Radio & Television Production AAS Degree, the Real Estate Career Studies Certificate, and the Early Childhood Development Career Studies Certificate. The discontinuance of these programs will allow more flexibility in course offerings and more efficient use of funds since the college will not be obligated to run courses with low enrollment. In addition, the recommendation is being made to add to our curricula offerings an Audio and Video Production Certificate and a CISCO Career Studies Certificate. The Audio and Video Production Certificate will allow the college to continue to serve the educational needs of that field and will pick up those courses that were productive in the Radio & Television Production AAS Degree. The courses required for the CISCO Career Studies Certificate are already being offered at the college; however, no formal certificate is in place.

A motion was made by Mr. Wilcher and seconded by Ms. Grayson that:

The VWCC Board approve the discontinuance of the Radio & Television Production AAS Degree, the Real Estate Career Studies Certificate, and the Early Childhood Development Career Studies Certificate and that the VWCC Board approve the addition of the Audio & Video Production Certificate and the Cisco CCNA Career Studies Certificate.

The motion was unanimously approved.

6. ACADEMIC SCHOLARSHIPS

Dr. Archer announced that the selection of academic scholarship recipients will begin after the May 1 application deadline and requested approval to award 20 scholarships. These scholarships are funded by the local political subdivisions. Ms. Henning noted that we offered 18 scholarships last year, with the average award amount being \$1,400.

A motion was made by Ms. Grayson and seconded by Mr. Lanford that:

The VWCC Board approve awarding 20 academic scholarships to qualified applicants.

The motion was unanimously approved.

A report will be provided to the Board at the next meeting, naming the scholarship recipients.

7. COMPLIANCE REVIEW AUDIT REPORT

Mr. Blalock reviewed the Compliance Review Audit Report performed by the Office of the Comptroller of the Commonwealth of Virginia on March 5, 2002. He noted that the results were good, with a few minor clerical errors cited.

8. ACCESS ROAD AND PARKING EXPANSION BIDS

Mr. Blalock presented the bids from six construction companies for the parking lot expansion/access road connection project. He indicated that the response by companies was good and bids were close.

A motion was made by Ms. Wheaton and seconded by Mr. Shoemaker that:

The VWCC Board approve the acceptance of the low bid for the Parking Lot Expansion/Access Road Connection project submitted by Thomas Brothers of Salem, VA.

The motion was unanimously approved.

9. PROPOSED BUDGETS

Mr. Blalock presented the proposed President's Activities and College Activities budgets. He noted that an additional \$2,000 is being requested in the President's Activities budget this year to cover the increased cost of memberships and the cost of functions intended to promote the college in the community. No increase is requested in the College Activities budget.

Dr. Archer presented the Student Activities budget and noted two areas where increases are being requested. Additional funds are being requested in the Club Initiatives/Incentives area to provide seed money to help expand activities and help cultivate camaraderie among clubs. The other increase is being requested in the Salary category. Our Student Government Association and Student Life Committee have recommended that a part-time person be hired to help coordinate evening activities for students. It is felt that this is a valid and worthwhile request; thus, \$15,000 is being requested to cover that proposal.

A motion was made by Mr. Wilcher and seconded by Mr. Lanford that:

The VWCC Board approve the President's Activities budget, the College Activities budget, and the Student Activities budget as presented.

The motion was unanimously approved.

Mr. Blalock reviewed the current local fund commitments of local funds and presented a request for the commitment of funds for renovations to the college Bookstore and for the renovations of an existing classroom into an office complex. He informed the Board members that the existing College Bookstore is very cramped and can accommodate only 25 persons at a time. Expanding the Bookstore's physical space will provide better service to

our students and the opportunity to offer a variety of merchandise. As the Bookstore profits are a major source of local funds, attracting business and increasing student sales will mean more funds to support college projects. Mr. Blalock also explained that our current Marketing office and Development office are both located in small, "make-do" areas. Dr. Sandel noted that it is particularly important for the long-term growth of the college that the Marketing and Development areas of the college work from appropriate facilities.

A motion was made by Ms. Lewis and seconded by Mr. Rakes that:

The VWCC Board approve the allocation of \$441,000 for the Bookstore and the Development/Marketing office renovations.

The motion was unanimously approved.

10. COLLEGE SERVICE FEE INCREASES

Mr. Blalock informed the Board members that in an effort to meet some of the student needs that currently are not being met, a recommendation is being made that the college service fee be increased effective fall 2002 by \$.41 per credit hour. The additional funds from this increase would be used to develop enhancements to the Student Center, relocate the cafeteria to a more trafficked area, and provide support for course-related student travel.

A proposal to implement a student auxiliary fee of \$.50 per credit hour was also presented by Mr. Blalock. This revenue would be held in a "Parking Maintenance" account and would be used specifically to repair and upgrade parking lots and their lighting.

Mr. Blalock noted that even with these two requested increases (\$.41 college service fee and \$.50 auxiliary fee), our tuition will still be below the rate of five years ago, and Virginia Western's student fee charges will continue to rank among the lowest.

Mr. David Hadden, President of Virginia Western's Student Government Association, informed the Board that the SGA and all students with whom he has met are in favor of the fee increases. He reported that they see a real need for facility enhancements and increased opportunities for students. Student life on campus has long suffered, and more and more students are

indicating an interest in additional avenues for the social facet of their education.

A motion was made by Ms. Wheaton and seconded by Mr. Lanford that:

The VWCC Board approve the increase of the student service fee by \$.41 per credit hour and add an auxiliary fee for parking maintenance needs of \$.50 per credit hour, making the total tuition per credit hour \$44.75 effective fall semester 2002.

The motion was unanimously approved.

11. PRESIDENT'S REPORT

- Dr. Sandel informed the Board that the State Board approved the mission statement that we submitted in February 2002.
- Dr. Archer provided enrollment figures and noted that enrollment is over 6.5% higher this year than last.
- Dr. Sandel thanked Ms. Grayson and Mr. Lanford for their support and encouragement since he assumed the presidency at VWCC and then presented each of them with a gift and a resolution honoring their eight-year service on the College Board.

A motion was made by Mr. Wilcher and seconded by Ms. Wheaton that:

The VWCC Board approve the Resolutions presented to Ms. Grayson and Mr. Lanford and that they be placed in the minutes of the April 25, 2002, Board meeting.

The motion was unanimously approved.

With no further business on the agenda, the meeting adjourned to dinner at 7:15 p.m.

APPROVED:

Robert H. Arnold
Executive Secretary

9-27-02
Date