

Southwest Virginia Higher Education Center
Board of Trustees
Minutes
June 12, 2003

Board Members Present: Vice-Chairman Delegate Joe Johnson, Secretary Debbie Kilgore, David Wilkin (VHCC), Carole Seyfrit (Radford), Steve Greiner (VA Intermont), Jessie McClanahan, Phyllis Palmerio (SCHEV), Cindy Reed (UVA), Paul Grinstead, Ron Jessee, Lorraine Turner, Marcia Gilliam, Anne Savage (ODU), Ralph Byers (VT), Amelia Harris (UVA-Wise), Delegate David Nutter

Others Present: Rachel Fowlkes, Deborah Bourne, Jeff Webb, Christine Fields, Eddie Sproles, Mike Overstreet, Cindy Reed, Elizabeth Lowe, Michele Viers, Deborah Sproles, Susan Jackson, Penny McCallum, Brenda Wilson, Sonia Craig, Doug Viers, Barry Logan, Mitch Williams, Doug Strickland, John Dooley,

Welcome and Introductions

Delegate Joe Johnson, Vice-Chairman, called the meeting to order.

Mike Overstreet, with the Department of Environmental Quality was introduced to the Board and presented to the Center an award for achieving energy efficiencies and cost savings. Mr. Eddie Sproles and Dr. Rachel Fowlkes accepted the award on behalf of the SVHEC.

Students from the partner colleges were introduced and asked to give a brief overview of their experience as a student at the SVHEC and how their degree has helped them personally and professionally. The students were Lisa Sherfey (Radford University); Susan Fleming (UVA); Steve Blevins (ODU) Regina Edwards (UVA-Wise); and Andy Overbay (Virginia Tech).

Approval of Minutes

Minutes for the December 10, 2002 meeting were approved as written.

Executive Director's Report

Dr. Rachel Fowlkes began her report by summarizing activities over the past year. She noted that the Center lost three positions during the budget cuts. Fortunately, no one had to be laid off due to natural attrition. Three employees found other job opportunities elsewhere. Rachel also noted that the Center would not fund the librarian position at Virginia Highlands Community College in FY 2004. Again, natural attrition helped the SVHEC avoid a layoff. The person who held the position is moving. Dr. Fowlkes noted that the Center plans to hire

a person to assist Christine Fields with the \$3.8 million Tobacco Scholarship program. The position will be funded through the Tobacco Commission.

Rachel reported that the General Obligation Bond passed and the Center received \$1.9 million. \$375,000 will be available in fiscal year 2004 to begin renovations for the Culinary Arts Kitchen for the Virginia Intermont program. Preliminary drawings were included in the board book. She announced that Food City planned to donate the equipment for the kitchen.

Dr. Fowlkes referred the board to the Enrollment Report in the board materials. She highlighted that in Spring 2003 there were 284 courses offered, 1176 registrations, and 3031 credit hours.

Rachel highlighted the Export Initiative program that is a grant project funded by the Virginia Tobacco Commission. The program is to help local southwest Virginia business develop international sales opportunities. There was an international video conference in May where the SVHEC hosted a live program from the US Embassy in Santiago, Chile matching southwest Virginia businesses with companies in Chile.

Budget Report

Christine Fields referred the Board to the Fiscal Year 2003 budget report. Chris reported that the Center prepaid 10% of the Fiscal Year 2004 cut which was \$22,000. The total projected revenue for Fiscal Year 2003 is \$2.449 million. Chris reported that the Center exceeded its non-general fund revenue projections by \$12,000. She reminded the Board that the Center had set aside a contingency fund to help off set any unexpected expenses that might arise during the year. Unused contingency funds were allocated to prepay postage for FY2004, purchase additional office supplies, pay the SVETN fee for the University of Virginia's College at Wise for the next three years, prepay VHCC 2004 Arts Array fees, purchase chairs for classroom 240, improve administrative offices, add security cameras in the parking lot, purchase book illustrations from Charles Vess, upgrade computer equipment, and purchase additional sections for the dance floor.

Ms. Fields presented Proposed Fiscal Year 2004 Operating Budget. She highlighted that the total General Fund revenue would be \$264,000 less in FY04 than in FY2003. Total revenue will be \$1,904,914. Chris informed the Board that benefits would increase from 26.5% to 30.5%. This is an increase of \$60,000 in personal services. She highlighted other line items changes in the Fiscal Year 2004 budget; Repairs and Maintenance Services was increased by \$11,000; \$12,000 was added to marketing; and \$27,500 was budgeted for a

shared Career Counseling position with Virginia Highlands Community College. Reductions were made in the librarian funding of \$53,000 and in Building Improvement and Special Projects of \$200,000. A contingency fund was again budgeted at 10% of the operating budget for unexpected expenses and special projects.

The Proposed Fiscal Year 2004 budget was approved.

Conference Services & Marketing Report

Deborah Bourne reported on the projected number of events for the last quarter of FY 2003. Between April – June, there will be 380 events serving approximately 35,000 participants from 25 different organizations. Debbie reviewed a comparison of years 2000 through 2003. She highlighted that over a 3-year period building usage has increased by over 500 events. Debbie noted that many of these events are smaller meetings and business functions. It was noted that 50% of events were education related. In comparing revenue from 2000 to 2003, revenue has increased \$85,000.

Debbie reported that the Center is continually upgrading and maintaining the facility. New carpet will be installed in the Grand Hall, Thanks to a \$25,000 grant from the Town of Abingdon, a better sound system will also be added along with additional microphones. To increase the capacity for additional distance learning courses, 2 video conferencing units will be purchased prior to the fall of 2003.

Special Presentation

Cindy Reed with the University of Virginia introduced Mitch Williams, the new site director. Mitch will be the director for both UVA and UVA-Wise. Mitch will begin on July 1, 2003.

On behalf of the University of Virginia's School of Continuing and Professional Studies, Cindy thanked Elizabeth Lowe for her service as site director of UVA's College at Wise.

Board Recognition

Dr. Rachel Fowlkes recognized three board members whose terms expire on June 30, 2003. Rachel presented Debbie Kilgore, Jessie McClanahan, and Paul Grinstead with a framed photo of the Center in appreciation of their service for the past three years.

Meeting was adjourned.