

Transition Update

BUSINESS OFFICE UPDATE

Training with Bluefield State College Business Office staff has been going very well with emphasis on the areas of payroll, travel expense accounts, vendor payments, and receipt processing. Various staff members from the New River Business Office have been spending time at Bluefield to ensure as smooth a transition as possible.

The College is in the process of recruiting a Director of Financial Aid and a Financial Aid Counselor. Libby Sturm will continue to assist in the Financial Aid processes during the transition as our Interim Director of Financial Aid until a permanent director is appointed.

PROCEDURAL CHANGES EFFECTIVE IMMEDIATELY

All departmental purchase requests, travel expense accounts, invoices for payment, and p-card activity logs are to be sent to the following address:

New River CTC Business Office
Wilburn Bldg. Room W117
158 Dye Drive,
Beckley, WV 25801

The Business Office staff will be using these documents during our training to make certain that the transition is as seamless as possible to our college customers and to the vendors who provide the goods and services that keep the college running.

IMPORTANT ANNOUNCEMENT

With the transition from BSC it is important that a minimal number of documents are outstanding at close of fiscal year-end. To that end, all departmental purchase requests for the current fiscal year must be received by the New River Business Office by April 30. Any order received past that date will likely be delayed and may be rejected. Please plan your purchases early and avoid any emergencies.

REGISTRATION NOW UNDERWAY

The first course schedule generated from the New River banner database has been printed and is now available on all campuses. The schedule is also available online. Pre-registration for Summer and Fall classes starts this week (April 6-10). A special thank you goes out to everyone that worked on the schedule project. It was a group effort and together we made it happen!

STUDENT AFFAIRS UPDATE

The student handbook is being revised to update many changes, gaps and inconsistencies that need to be addressed and corrected. The Office of Admissions is up and running. Written drafts of mailing sequences have been developed and will be automated in the near future.

The Developmental Education grant application has been refined and will be sent out to area foundations. Dr. Michael Curry is working with Kathy D'Antoni, Vice Chancellor for Community and Technical College Education, to use New River's grant as a potential model for other schools. Dr. Curry has been appointed to the statewide developmental education committee to assist other institutions on this important initiative.