A Message from Larry Barnhill
Vice President for Finance and Administration

Since the creation of New River Community and Technical College by the WV Legislature the transition to a stand-alone college has been underway within all of the various areas of the college. In the past six months the emphasis has turned to the final steps of separation in the areas of admissions, registration, financial aid and business office operations. All of these areas have been working diligently to smoothly separate New River Community and Technical College from Bluefield State College. This effort was not simple and many long hours have been spent by those working diligently to separate New River Community and Technical College from Bluefield State College with emphasis placed on providing an environment where all of our students can excel.

Many individuals have been working to make sure the transition is as smooth as possible. We will be distributing this newsletter on a regular basis from now until July 1 to keep you updated on the outstanding efforts of the New River employees who have been working hard to make the transition as smooth as possible.

It is an exciting time at New River. Although we are likely to encounter bumps in the road, the foundation being built for our college is well on the way to completion.

Interim Registrar Donna Lewis has been meeting regularly with the Bluefield State Registrar, Ray Mull, to identify issues and identify procedures. In addition Donna has been working with Dr. David Ayersman and Tom Cook to successfully copy the New River data from the Bluefield State Banner. This effort was not simple and many long hours have been spent by Donna and individuals from all campuses to move the catalog and enter our Fall schedule into the new Banner database so that preregistration can begin very soon.

Donna has also been working with Tracy Evans to get all New River forms updated and standardized for use across all New River campuses. There are still a few forms from BSC that are being updated. Forms and letters being used on the different campuses are being standardized so that all materials that students or the public receive have the same look and only vary with individual campus information when appropriate. The cooperation of the campuses in tossing outdated forms, brochures, newsletters and other items is appreciated.
Interim Director of Admissions Tracy Evans has been working with various offices at Bluefield State and other schools to develop New River’s Admissions Office including the very important task of recruiting students to our campuses. Tracy has also been reviewing all of the student service areas to identify service needs and areas as she works on the fall admissions processes and orientation.

Highlights of accomplishments to date include:

- Centralized process for tuition waivers for all campus locations: approval of tuition waivers (scholarships) for accountability measures and to monitor the funds
- Requested that Program Advisor positions (Admissions Counselors) no longer have Financial Aid duties and hire separate positions as Financial Aid counselors
- Working with Tom Cook on transition of Admission Records and updating Banner codes for New River
- Working on a discounting ratio for tuition waivers
- In the process of hiring two new recruiters
- Working on creating an overall Admissions budget for each campus location
- Working on a yearly calendar of recruitment events and a recruitment game plan to include tracking in which we have not had in the past
- Identifying Admission personnel training needs and training solutions
- Reviewing and developing Admission policies and procedures.
- Set Orientation dates for Fall registration and created new mini-orientation days for students
- Working with high schools to maintain our relationship

Libby Sturm is serving as Interim Director of Financial Aid for New River. Libby has worked in Financial Aid administration for several years. After retiring from Blue Ridge Community and Technical College following a successful separation of financial aid operations at Blue Ridge from Shepherd University, Libby has agreed to work with New River as our interim director. Libby is working to establish all of the financial aid operations that are necessary to manage this critical area of operations in an efficient and effective manner.

Dr. Michael Curry is on assignment to New River from Chancellor Noland’s office and is working closely with the transition team to help create the Admissions Office, Registrar’s Office and Financial Aid Office. He is also working with Bill Loope on a grant for Developmental Education, and he reports that Dean Sizemore’s extensive expertise has been invaluable in that effort.
The Business Office has recently hired several staff members to assume responsibility from Bluefield State for accounts payable, travel reimbursements, accounting functions and student payments. Efforts are underway to hire a payroll manager in the near future. In the month of April we can anticipate gradual changes in the manner in which business operations are handled including the opening of our consolidated Central Administration business offices on the first floor of the Wilburn Building.

A Request for Proposals (RFP) has been issued to vendors interested in operating New River Bookstores from which we will enter into a contract for this area of operations. Bluefield State will continue to operate bookstores on the New River campuses through 2nd summer term at which time the new vendor will assume responsibility. The proposals are due by April 17.

Speaking at the Classified Staff Retreat last week, Dr. Ted Spring had high praise for the efforts of all who are going the extra mile to make the transition happen. He reports that at the system level, New River is now considered the “poster child” for how a transition should be planned and implemented. He also reports that there is still no word on when the bonds will be sold to finance the new Beckley campus and the renovations on the Greenbrier Valley Campus. Although we are on track to complete the transition by July 1, some activities may extend beyond that date, he reports.
WHAT REMAINS TO BE DONE

New River continues to work toward independence from Bluefield State College in the following areas:

- **Networking and Phones**
  Procurement phase has not yet been completed although completion is expected very soon. This project actually began in 2007 but has encountered a number of delays. Once procurement has been completed, implementation can begin and is expected to require about three months. The project involves creating an entirely new data, voice and phone network with much greater capacity than current services while also providing management and security capabilities that currently do not exist for New River. This project will replace every phone, wireless access point, and all the network switches, routers, firewalls as well as the main control unit that comprise the New River network throughout all New River campus locations.

- **IVN System and Classrooms**
  New River has six IVN classrooms used for distance education. Bluefield State College owns four of the six (New River owns the two in Summersville) and New River is in the process of creating new an entirely new IVN system. The Purchase Order has been completed, a vendor has been selected who is on state contract, a design has been selected, and four classrooms should be installed prior to August 2009. Two of these will be in Lewisburg, one in Summersville and one in Beckley. We expect to add up to four more classrooms after October 1, 2009. All of the IVN project is being funded by the Title III grant but the funding is over three years. New River will achieve independence from Bluefield State College in this area when the first four classrooms and infrastructure are completed and this is expected to be prior to July 1, 2009 with classes already scheduled in these rooms for Fall 2009.

- **SCT Banner**
  New River will transition away from SCT Banner hosted at Bluefield State College to SCT Banner hosted at WVNET in Morgantown over the next few months. During these final stages of this transition, New River will actually use both systems as we finalize records in one and begin initiating new records in the new system. The Fall 2009 term of classes is being developed in the new SCT Banner at Morgantown and students will complete Summer 2009 courses in the SCT Banner at Bluefield State College. Financial and Financial Aid records will follow this same time frame. Intensive training for support personnel is scheduled for April and May 2009.
New Technology Support Staff

Steve Garlow, Information Systems Manager

As part of the transition, New River must create an Information Technology staff to provide the services that have previously been provided by Bluefield State College. Steve Garlow, Information Systems Manager, began on March 2, 2009 and he provides administration for the College’s servers, technical support for the Beckley campus, and supervision of Eric Tucker and the Help Desk.

A Programmer Analyst position has been created and two final candidates are being interviewed next week for this position located on the Summersville campus. This person will provide direct support for SCT Banner as well as some support for other areas within Information Technology. Ideally, this person will be available to attend SCT Banner training which is already scheduled for April and May.

Leave Management
New River currently still relies upon Bluefield State College to host the Leave Management system. New River staff members have begun testing a copy of this system and expect to implement it prior to June 1, 2009.

Human Resources
New River currently still relies upon Bluefield State College to provide access to a Human Resources system. New River is currently testing an alternative system and a date for implementation has not yet been identified.

Information about these projects and others is available here:

http://web.newriver.edu/technology/projects/index.html