

# Transition Update

## ADMISSIONS UPDATE

By Tracy Evans, Interim Director of Admissions

Tom Cook from Bluefield States is helping us roll information over into the New River Banner system to help ensure that all necessary information (for example, academic history) will transfer. There have been glitches with this process and we are still working to correct them.

Donna Lewis and I are working to create a consistent Admission/Registration filing system for all campus locations. As we have visited the campuses, we have discovered that each campus has its own filing system. It is important that we create and implement a college-wide filing system so that we all are on the same page and there are no variations. We plan to implement the new system on each campus in the near future.

## INFORMATION TECHNOLOGY UPDATE

by Dr. David Ayersman, Chief Information Office

The paperwork has been completed for the IVN system, and that is big news. We are now proceeding as planned with ordering the IVN equipment. This summer, two large classrooms will be installed on the Lewisburg campus, one small one on the Beckley campus and one small one on the Summersville campus. More IVN classrooms will be constructed after October 1, 2009 as part of the five-year Title III grant.

We are currently working out the details of our new phone system. Here is what we know at this point.

1. **Phone Numbers:** Bluefield State has identified several phone numbers that they want to keep, primarily for the staff they have on the Beckley campus. Most of the numbers now ring directly into their faculty offices so there is **no impact** on New River by them keeping the numbers. One issue that may result in further discussion is BSC's explicit desire to keep the main campus number for Beckley (304-255-5812). All other phone numbers at all our campus locations are ours, so we do not need to change them.

2. **Prefixes and Extensions:** Currently we use a very complicated series of local prefix numbers and extensions to make calls among campuses. This will change to a much simpler procedure of no prefix and a local extension that mirrors the actual number. For example, if you need to call our Help Desk from any of our campus locations you could dial the complete number 1-304-929-6725 or you could dial the local extension 9-6725. From this example you can see that if you know the complete number you can figure out the local extension (929-6725) since it is the last 5 digits of the number. This logical approach seems much better than memorizing local extensions that have no relationship with the actual number. We are still discussing this approach and it is not yet final, although it seems highly desirable.

**New Features:** Currently we have several offices with locations on each campus (IT, Student Services, the Business Office, etc.). Our new system will enable us to “group” the phone numbers of these disparate staff so that when someone calls Student Services, the phones ring at all locations or perhaps it rings at the main location and if no one answers then it “rolls over” to one of the other sites. Our planning process involves our learning about these features, sharing the information with senior administration, making decisions about which features we want to implement (and when), and then implementing them. It is important to realize that many of the “new” features are not critical to the transition from BSC and may be part of a phase 2 of our project since time is so short.

### Workforce Education and Foundation Update

The Department of Institutional Advancement and Workforce Education has moved to a new building on the Beckley Campus. The new address 301B George Street, Beckley, WV 25801. Renae McGinnis, Director of Planning Assessment and Grants, has also moved to the new location.

The direct dial numbers and extensions for the new office space are listed below.

Name	Direct Dial #	Internal Extension
DeLilly, Lisa	304-929-5485	399
Hatcher, Lisa	304-929-6737	401
Houck, Angela	304-929-6738	403
Lawrence, Kathy	304-929-6734	397
Loope, Bill	304-929-5494	400
McGinnis, Renae	304-929-6736	402
Mitchell, Ashley	304-929-6735	398