



NEW RIVER COMMUNITY AND TECHNICAL COLLEGE  
**BOARD OF GOVERNORS**

**Minutes, Regular Board Meeting**

**Location:** Beckley Campus

**Date/Time:** January 11, 2007/6:00 p.m.

<b>Members Present</b>	<b>Capacity</b>	<b>Guests/Presenters</b>	<b>Affiliation</b>
1. Robert Farley	Chair	Elizabeth Belcher	NRCTC
2. Terri Baker	Member-Staff	Carolyn Browning	NRCTC
3. Kay Carpenter	Member	Lisa DeLilly	NRCTC
4. Gerald Hough	Member-	Harry Faulk	NRCTC
5. Marilyn Leftwich	Faculty	Roger Griffith	NRCTC
6. David Nalker	Member	Shelia Johnson	NRCTC/BSC
	Member	John Mullens	NRCTC
		Michael Palm	NRCTC
		Libby Rogers	NRCTC
		Greg Shrewsberry	NRCTC
		Carolyn Sizemore	NRCTC
		Ted Spring	NRCTC
		Mike Williams	NRCTC
		Chris Deweese	Suttle and Stalnaker
		Bill Loope	NRCTC
		John Dynak	NRCTC
		<b>Members Absent</b>	
		Leslie Baker	Member
		Edward Knight	Member
		Donretta Jo Marcy	Member-Student
		Vickie Nutter	Member
		William Sherwood	Member

The meeting was called to order at 6:47 p.m. by Robert Farley, Vice Chair. Vice Chair Farley called to approve the minutes of December 2, 2006. Mr. Gerald Hough moved to approve the minutes as presented. Ms. Kay Carpenter seconded the motion. There was no further discussion and the motion carried unanimously.

**Chairman's Report:** There was no Chairman's Report. Vice Chair Farley amended the agenda so the Auditor's Report could be reviewed.

**Audit Report:** The Auditor's Report was presented by Chris Deweese of Suttle & Stalnaker, Certified Public Accountants. Mr. Deweese stated this was the first year that New River Community and Technical College has separate financial statements from Bluefield State College. Mr. Deweese reviewed the independent auditor's statement and stressed that the opinion paragraph is important to the Board. He stated that this is an unqualified opinion. Mr. Deweese referred to the balance sheet and reviewed the cash, assets, and liabilities and provided an explanation on each item. Mr. David Nalker questioned the William D. Ford grant and asked what it was. Ms. Shelia Johnson stated that the William D. Ford grant is for student loans. Mr. Deweese pointed out the note on page 23 regarding GASB. This new cash outflow is required by the Federal Government. This outflow has not been instituted by the state as of yet. Ms. Johnson estimates that New River Community and Technical College payments will be approximately \$475,000 annually. This is a retiree obligation that represents \$515 per employee to payout paid-up insurance at time of retirement. A discussion was held on how

this obligation will affect New River financially. Dr. Spring asked if New River will inherit the cost for employees since the college was founded (2003). Mr. Deweese responded that this would be for employees who retire from the point of implementation. Mr. Deweese stated that it will be important to speak with delegates to request funding for this liability. He also issued a precaution when paying for federally funded staff. Mr. Deweese referred members to page 37 where Compliance and Internal Control is addressed. There were no findings of internal control and no instances of non-compliance. He asked for questions from members and there were none.

Mr. Deweese then addressed the management comment letter which listed suggestions and considerations. He stated that these are not reportable but are items that are valuable for management to consider. Suttle and Stalnaker recommended that management move forward in using BANNER and the accounts receivable module. Mr. Deweese stated that the Greenbrier Community College Foundation (GCCF) statements are not included in the NRCTC financial statement. Mr. David Nalker asked why the Foundation financials were not included. Mr. Deweese stated that the Foundation assets did not meet the recording threshold. Dr. Spring asked for clarification on GCCF assets. Mr. Deweese stated that the GCCF assets were investments made through the Greater Kanawha Valley Foundation and are therefore reported on Greater Kanawha Valley Foundation financials. However, Mr. Deweese informed the Board that the Foundation does have some issues to clear up before their next audit. Suttle and Stalnaker suggest that management keep moving forward to produce financial statements within a timely manner. The state is aggressively enforcing reporting deadlines. Mr. Deweese addressed a proposed audit adjustment and Ms. Sheila Johnson provided an explanation on what it means. An amount was overlooked in booking through the financial statement. It will be reflected in the 2007 revenue. In closing, Mr. Deweese thanked Ms. Sheila Johnson and her staff for their hard work in getting the financials completed. Mr. Deweese asked for any questions: Mr. Gerald Hough moved to accept the Auditor's Report. The motion was seconded by David Nalker. There was no further discussion and the motion carried unanimously.

**Executive Session:** Mr. Gerald Hough moved to adjourn the meeting and move into Executive Session. Ms. Marilyn Leftwich seconded the motion. The Board entered into Executive Session at 7:20 p.m. The Board meeting resumed at 7:40 pm.

**Election of Board Secretary:** Vice Chair Farley asked for nominations for the position of Board Secretary. Ms. Marilyn Leftwich nominated Mr. David Nalker for position. Mr. Gerald Hough seconded the motion and then moved that nominations be closed on the said name. Ms. Kay Carpenter seconded the motion. There was no further discussion and the motion carried unanimously. Mr. Nalker commented on the need for the position of Board Secretary. He also stated that a review of the President needs to be completed prior to the next Board Meeting. Mr. Gerald Hough informed the Board that the policy for the review of the President needs to be approved first. Vice Chair Farley concurred with Mr. Hough's statement and informed Mr. Hough and Ms. Terri Baker that he has information packets for each of them regarding the review. After further discussion, Vice Chair Farley stated that the President's review will not have to be completed prior to the next meeting.

**Financial Report:** Ms. Shelia Johnson commended Suttle & Stalnaker on the very detail oriented and thorough job that they did with the audit. She stated that it is her hope that the firm will continue to conduct audits for New River. Ms. Johnson provided the amounts and years of payment on New River's obligation to Bluefield State that was questioned during Mr. Deweese's presentation. Ms. Johnson also addressed the question regarding the Direct Loan program. Prior to this year, all financial aid for NRCTC students flowed through Bluefield State. Students now apply for financial aid using NRCTC's school number. All financial aid

funds received are completely separate from Bluefield State. Mr. David Nalker asked a question concerning the audit suggestion on using BANNER and the accounts receivables module. He asked Ms. Johnson what is involved in BANNER and will the recommended change be in place prior to the next fiscal year. Ms. Johnson stated that she hoped that the conversion will happen but it will take dedicated time and effort on behalf of everyone involved to complete the conversion. Ms. Johnson shared the mandated changes that her staff had to implement in order to transition New River to a separate accounting structure (BANNER finance) and the difference between the state system, which is a cash system, and BANNER, which is an accrual system. Ms. Johnson's office has contracted with an outside source to assist with transition. The consultant will be meeting with her staff next month. Mr. Nalker asked if she felt she had adequate staff to complete the transition. Ms. Johnson confirmed that she does have sufficient staff in finance and computer services to complete the job and that the conversion is approximately 75% complete. Mr. Gerald Hough moved to accept the financial report as presented. Ms. Kay Carpenter seconded the motion. There was no further discussion and the motion carried unanimously.

**Unfinished Business:** None at this time

## **New Business**

**President's Report:** Dr. Ted Spring announced that Dr. Lucie Refsland was recognized by the Faculty Merit Foundation and was chosen as one of five finalists for Professor of the Year. Dr. Refsland will be completing an interview process after which the foundation will chose 3 awardees. The winner will receive \$10,000 and a trophy; second and third place will receive \$1,000 each. The two remaining finalists will receive \$500. Dr. Spring then introduced Dr. Harry Faulk, Vice President/Chief Academic Officer.

**VP/CAO Report** Dr. Harry Faulk greeted the Board and stated that he is delighted to be a part of New River Community and Technical College. He informed the board that Faculty Institute was held on January 10<sup>th</sup> and was successful. The attendees completed assessment forms but the summary of those forms has been not completed. Dr. Faulk recognized Libby Rogers and Carolyn Sizemore for the hard work that they have done on the Accreditation process. He stated that New River is very fortunate to have them on staff. To date, he has met with all of his direct reports, visited all of NRCTC's campuses and convened a meeting with the Dean's Council. Dr. Faulk has set several goals that he would like to complete: 1) Review of all academic programs. Once the initial review has been completed, the programs will be reviewed on a five year cycle. 2) Enrollment growth. He will be meeting with Michael Palm, Dean of Students, and Brandy Toler, Student Recruiter, to review the processes currently used and to develop new strategies. 3) Review under-enrolled programs. 4) Identify Division Chairs. The process was approved by the Faculty and recommendations for these positions have been received. Dr. Faulk will be meeting with Dr. Spring to discuss all of these items. Dr. Faulk informed the board that Carol Friend, an instructor on the Nicholas County campus will be traveling to Austin, Texas to receive an award from NISOD.

**Accreditation Report:** Ms. Lizabeth Rogers issued an invitation to the 4<sup>th</sup> Focus Group Session on Friday, February 9<sup>th</sup> on the Beckley Campus. The Focus Group will meet from 9:00 a.m. until 12:00 p.m. with committee meetings to follow in the afternoon. Please RSVP to Grace Andrews if you are able to attend. If classes are cancelled on any campuses the snow date will be February 16<sup>th</sup>. Ms. Rogers stated that faculty are to use the syllabus guidelines and provide credentials for the accreditation. In addition, faculty have been issued a 10 item to-do list that is to be completed by spring break. Two items were completed during the Faculty Institute. Ms. Rogers reported that there are nine months until the Accreditation visit. The visit is scheduled for Sept. 24-26, 2007. The Accreditation Committee will set the agenda

for the visit. However, if the agenda is similar to that of the original visit, there will possibly be a community meeting on Sunday. Ms. Rogers asked for Board members to be available at this meeting. The Resource Room is being stocked in preparation for the visit. Members of New River's faculty and staff will be attending the Higher Learning Commission Workshops over the next few months. These workshops are an excellent resource and will be very useful as preparations for the visit continue. NRCTC staff will be attending the following: Partnerships: Libby Rogers, Terri Baker, Libby Belcher or Greg Shrewsberry or Tracy Evans; Web Self-Service: Michael Palm, Greg Wingo, Steven Butler, Roger Griffith; Assessment Workshop: Dr. Harry Faulk, Dr. Shirley Davis, Libby Rogers, and possibly the Division Chairs if they have been selected. If the Division Chairs are not in place, interested faculty members will be invited to attend. Representatives from New River will also attend the Annual Meeting in April.

**Approval of Mission:** Ms. Rogers distributed copies of the vision and mission statements for New River Community and Technical College. She shared a homily which supported the position that all work is important and noble. Ms. Rogers reviewed the vision and mission statements and asked all present to read the mission statement with her. She stated that the mission statement will be reviewed after accreditation. Mr. Gerald Hough moved to adopt and reaffirm the NRCTC Mission Statement. The motion was seconded by David Nalker. There was no further discussion and the motion carried unanimously. Ms. Rogers asked those present to sign a statement showing support of the mission statement. The statements will be placed in the resource room.

**Student Services Report:** Dean Michael Palm reported that he observed the financial aid processes on all campuses and will be developing a standardized process for the college (a New River way of doing things). He will be meeting with Dr. Faulk to discuss his findings and to discuss enrollment issues.

**Greenbrier Valley Campus Report:** Dean Roger Griffith reported that a customized Hospitality Program is being delivered at The Greenbrier. To date, 41 applications have been received. The applications received were from one shift. Dean Griffith is looking to expand this program. The LPN grant is being finalized and will be submitted by February 10<sup>th</sup>. Dean Griffith will be traveling to Pocahontas County on Feb. 17<sup>th</sup> regarding delivering LPN classes at the high school. Mr. Nalker asked if NRCTC will be providing this training while The Greenbrier is closed for renovations. The Greenbrier would like to use NRCTC for their professional development. The second part of their professional development is the Bridge to College program to improve the skill level. The Greenbrier is looking for NRCTC to validate their training and have their employees work towards earning college credit.

**Beckley Campus:** Dean Carolyn Sizemore reported that the Wilburn Building is up and running. The Beckley Campus has been very busy this week with registration. She is hopeful that the Director for Planning/Assessment and Grants will be identified by the next Board of Governors meeting. Dean Sizemore provided an update on Art Alkins, a professor on the Beckley campus. Mr. Alkins suffered a heart attack and will be out for some time. Dean Sizemore has asked for volunteers to teach his classes during his illness and is overwhelmed with the response from staff.

**Bluefield Campus Report:** Dean Carolyn Browning reported two classes will be offered at Princeton Senior High School. The Bluefield Campus will be partnering with Southern Community College to teach a Criminology class. In addition, Tracy Evans, Director of High School Relations, will visit the Mercer County Board of Education to look at expanding services.

**Nicholas County Campus Report:** Dean John Mullens reported that Kathryn Wood, who works in the bookstore, lost her home due to a fire on Monday. The students, faculty and staff

of New River and Bluefield State College and the Nicholas County community have been very supportive of family during this time.

**Workforce Development:** Mr. Greg Shrewsberry stated that he is working with Bluefield Regional Medical Center to promote its certified Medical Laboratory Technician program. He is also working with Dr. Mullens in Nicholas County to expand the LPN program to other New River campuses. A Building Construction Skill Set certificate program has been developed with the Greenbrier Valley Homebuilders Association. Terri Baker has worked diligently on this program. Tracy Evans is heading the development of a certificate program in Automotive Technology and Computer-Aided Design and Drafting (CADD) with the Mercer County Technical Education Center. This same process will be used in Nicholas County to develop a Heavy Equipment Operation certificate program. Mary Igo will be heading the development of this program.

**Update on proposed Beckley Campus:** Mr. Bill Loope reported that he and Dr. Spring have had discussions with Forward WV on placing the Beckley Campus of New River Community and Technical College on the Public Higher Education Center property. The original plan called for the Beckley Campus to be free-standing and independent of the PHEC facility. New River's Beckley campus will be located on the Public Higher Education Center site, but we will have title to the property. Those institutions could also be sharing space in New River's 75,000 sq. ft. building which will lead to enhanced educational opportunities for our students and possible income streams. Ms. Kay Carpenter asked for the projected cost. Mr. Loope stated that the cost is approximately \$15M which may not be sufficient to finance our building. NRCTC will work with Forward WV to leverage additional funding for both facilities, but the Board's permission is needed to move forward in talks with Forward WV. Mr. Gerald Hough moved and Ms. Marilyn Leftwich seconded the motion that Mr. Loope and Dr. Spring move ahead with plans for the Beckley campus. Mr. Hough asked if money would change hands in the purchasing of this property. Mr. Loope stated that there was talk of a 99 year lease and Forward WV is committed to assist in this happening. He does not foresee money changing hands. There was no further discussion and the motion carried unanimously.

Mr. Loope and Dr. Spring met with Mr. Bob Kiss regarding the steps the college needs to take to insure success in obtaining the \$15M needed for Phase I. There will be a sit down breakfast/luncheon to promote New River Community and Technical College with the Legislature. Mr. Loope stated that we are moving forward with the Mercer project and the other two campus projects are moving along nicely as well. Mr. Gerald Hough asked that Mr. Loope not forget about Congressman Rahall and the assistance that he can provide the school.

Dr. Spring commended Mr. Loope on the work he has done during his short time on board. Dr. Spring stated that he is committed to the project and will continue to work to bring it to fruition.

**Update on college foundation:** Mr. Loope reported that the Greenbrier Community College Foundation's annual meeting will be held on January 18<sup>th</sup>. The Foundation will consider a name change, revision of the charter, a revision of the by-laws and a change in the accounting year to coincide with the college. Mr. Loope will be submitting grants to obtain organizational money. Potential Advisory Board members of the campus chapters have been identified. Much work has already been done and there is much more work to do.

**Policy No. 40 Presidential Evaluation:** Ms. Libby Belcher presented Policy 40 to the Board and asked for approval to send the policy out for 30 day comment. The policy is based on WVCTC Council policy. Mr. Gerald Hough moved that the policy be sent out for 30 day comment. The motion was seconded by Ms. Kay Carpenter. There was no further discussion and the motion carried unanimously.

Other Items: Ms. Kay Carpenter asked if enrollment reports for each campus can be provided at the next meeting. She also asked for a report of new employees, their salaries and whether they provide direct services to students.

Vice Chair Farley asked if the next meeting could be held in March. This will allow the board to adhere to the established schedule. The next meeting will be March 1<sup>st</sup>. Libby Belcher stated that the Board requested to have another retreat and she would like to schedule it for April. She asked the Board members to email her their availability in April.

Mr. Gerald Hough moved to adjourn the meeting. Ms. Kay Carpenter seconded the motion. No discussion occurred on the motion and it carried unanimously. The meeting adjourned at 9:00 pm.

The next Board of Governors meeting is scheduled for the Beckley Campus of New River Community and Technical College on Thursday, March 1, 2007.

Respectfully Submitted,

Lisa DeLilly