



New River Community and Technical College

Board of Governors Minutes, Regular Board Meeting

Location: Greenbrier Valley Campus
Date/Time: November 9, 2006; 6:45 p.m.

Members Present	Capacity	Guests/ Presenters	Affiliation
1. Donretta Jo Marcy	Member--Student	Michael Palm	NRCTC
2. Leslie Baker	Member	John Mullens	NRCTC
3. Terri Baker	Member-- Staff	Ted Spring	NRCTC
4. David Nalker	Member	Mike Williams	NRCTC
5. Robert Farley	Vice Chairman	Donna Lewis	NRCTC
6. Gerald Hough	Member- Faculty	Bill Dittoe	Silling and Associates
7. Vicki Nutter	Member	Shelia Johnson	NRCTC/BSC
8. Marilyn Leftwich	Member	Elizabeth Belcher	NRCTC
		Sonny Bennett	NRCTC
		Greg Shrewsberry	NRCTC
		Roger Griffith	NRCTC
		Lucie Refsland	NRCTC
		Lizabeth Rogers	NRCTC
		Carolyn Sizemore	NRCTC
		Ken Hughes	NRCTC
		Jackie Bennett	Guest
		Charles Weinstein	Guest
		Tom Potts	Silling and Associates
		Jody Driggs	Silling and Associates
		Mike Moore	Silling and Associates
		Sandra Dixon	NRCTC

Members Absent

Edward Knight III	Chairman
Kay Carpenter	Member
William Sherwood	Member

The meeting was called to order at 6:45 p.m. by Robert Farley, Vice Chairman.

Robert Farley asked for a motion to accept the minutes of the previous meeting. Mr. Hough moved to accept the minutes from the meeting on September 15, 2006 as presented; Ms. Terri Baker seconded the motion. There was no further discussion and the motion carried unanimously.

Chairman's Report: There was no report.

Executive Session: Robert Farley asked the members to place them in Executive session. Mr. Hough made the motion at 6:47 p.m. to move into Executive Session; the motion was seconded. There was no discussion on the motion, it carried unanimously.

Mr. Farley made the motion to return from the Executive Session at 7:19 p.m. He also made the motion to extend Dr. Springs contract until June 30, 2009. Gerald Hough made a motion to set a deadline for the presidential evaluation process as well as a request for a policy put in place no later than the February 2007 Board of Governors meeting evaluating the president on an annual basis. Ms. Marilyn Leftwich seconded the motion on the evaluation, and all agreed on doing an evaluation, as well as agreeing to extend Dr. Spring's contract without the evaluation first except for one dissenting vote by Gerald Hough.

Financial Report: Ms. Shelia Johnson briefly went over the financial statement as of September 30, 2006. She indicated the remaining bond funds of \$562,214 were drawn down by September and the last payment made in October on the library. The state appropriations for the first quarter were 20%. The first quarter collections were 22% of tuition and fees. Personnel costs and other items were close to estimates. Ms. Johnson also reported the financial audit's bottom line looks good for New River even though we will not have the final report until December 1, 2006. In January, the auditors will make a formal presentation to the board.

David Nalker reported that there would be a hard hat tour of the library on November 19, 2006 from 3-5 p.m.

The financial audit of New River's affiliate, the Greenbrier Community College Foundation, the future foundation of New River has enough information to include in New River's financial report. Funding raised by Dr. Blanks was deposited in the Bluefield's R& D account with the signatures of Vicki Nutter, Leslie Baker and Robert Farley. There is \$1000 dollars for a Dr. Perkins scholarship. The Elderhostel Funds will be moved to the foundation.

Gerald Hough moved to accept the financial report as stated. Ms. Vicki Nutter seconded the approval on the report. There was no discussion on the motion, it carried unanimously.

Capital Project List: The capitol project list attached was approved by the Council at the October 19th meeting. There were ten items submitted to the Higher Education Policy Commission and approved at their meeting at the end of October. New River's request for a new facility in Beckley was on the list of ten. New River ranked 5th behind three projects in process and one new project. The new building in Beckley was approved for \$15,000,000. We need to talk to our legislators on issuing bonds from lottery funds to support this project. For the Lewisburg roofing project, the Legislature's request is to fund 75 % of the \$380,000 project which comes to \$285,000.

The fiscal year of 2008 funding will be available July 1, 2007. Mr. Nalker stated that roofing at Lewisburg needs to be completed. Dr. Spring submitted a capital building project request in the amounts of \$3,500,000 for Bluefield; \$15,000,000 for Beckley; \$3,000,000 for Greenbrier Valley Campus; and \$ 1,575,000 for Nicholas County Campus, all requested prior to the facilities plan being completed and approved. Dr. Spring was pleased these items were approved and on the list of possible future funding.

Unfinished Business: Dave Nalker reported that the construction of the new Lewisburg library is moving along and is expected to be completed in June 2007. He invited everyone to a “Hard Hat Tour” of the library on Sunday, November 19.

New Business: College Organization Structure: Dr. Spring referenced organizational charts which were provided to the Board members in their packets. He reminded the Board of the organizational changes approved in June 2006 regarding the work of the new Vice President/Chief Academic Officer. Dr. Spring mentioned that much of his time in the coming year will be spent working on fundraising with the new Director of Institutional Advancement and on other strategic initiatives. One change recommended by the faculty is having New River Online under the management of the chief academic officer. Dr. Spring said that we have been working with Dr. Blevins to restructure the Director of Online and Educational Technology Services before advertising the position. The college has approximately 800 student registrations. The new director will be located on the Beckley Campus. Dr. Spring asked for approval of the organizational charts. Gerald Hough made the motion to approve them, and asked that it be noted it was a 12-page document. Vicki Nutter seconded the motion. There was no discussion on the motion, it carried unanimously.

College-Wide Foundation: Ms. Libby Belcher reported that the bylaws of the Greenbrier Community College Foundation (GCCF) were edited and will form the basis of the emerging New River Community and Technical College Foundation. The bylaws are currently under review by the current board of the GVCF.

Peer Selection Process: Ms. Shelia Johnson stated the peer selection started with twenty institutions, of which we selected fifteen peers. We are told in an additional selection process, ten more institutions will be chosen. The college will have to select five institutions from the list of ten.

Facilities Master Plan: Jodi Driggs and Mike Moore with Silling and Associates and Bill Dittoe with Educational Facilities reported the progress on the Facility Master Plan. In order to meet the Council and Commission’s deadlines, some of the information researched in the data collection process was an on-sight review at each location and to meet with various community leaders and constituents. There were a lot of suggestions and a lot of potential growth. Areas of specific interest were student program growth areas and more community involvement of the building usage. It was noted all campuses were building a good relationship with their communities.

Master Plan up-date: The Nicholas County Campus ten years enrollment projection is 700 students. They have a great image we can build on. We need to address the faculty building immediately. The proposed new floor plan contains new faculty offices, new labs and classrooms, and a student center with a deli/coffee bar.

The Greenbrier Valley Campus has a projected enrollment of 1200 students in the next ten years. The ground floor proposal includes an expanded bookstore, student center, and new coffee/deli bar. The auditorium is great and needs to be used more by the public. The 4th floor has a proposed allied health and laboratory suite. The student activities building plans include offices, classrooms, arts and humanities department, library and community pool area with restrooms, lockers and shower area. The Salisbury farm property plans include keeping the farm house and building a vocational training facility.

The Beckley Campus projected enrollment in ten years is estimated about 2000-2500 students. Phase 1 is to include a 70,000 sq. ft. building. Future expansions would include a workforce development building, community outreach area, and a new academic building, and wellness center, athletic facility to include baseball and softball fields. There will be a golden opportunity for wireless systems immediately.

The Bluefield Campus has projected an enrollment of 500-600 students in the next five years. In ten years there is a projection of 1000-1200 students. A proposed building for 750 students with a total of 35,000 sq. ft. gross footage on six acres minimum would take that campus to the next level.

Silling and Associates indicated they would have hard copies of the master plan at the December Board meeting for the Board's approval. There would be additional fine tuning in December for submission to the Council and Commission in January for their approval.

Presidents Report: Dr. Spring thanked everyone for their participation in the development of the Facilities Master Plan. Dr. Spring thanked Board member Leslie Baker for identifying potential candidates for the Board to replacement William Blake.

Five faculty and staff members attended the WVCCA conference in Parkersburg. Dr. Spring informed the Board that he was elected as Vice President of the Association for next year and New River will host the conference in 2007.

We have additional administrative office space in Beckley located at 221 George Street, Suite 2. The space is the second floor of the Wilburn Building.

We are nearing the end of the search for the Vice President/ Chief Officer. The search Committee has completed four interviews and, hopefully, a recommendation will be forthcoming next week.

Dr. Spring stated that the college's enrollment is up 9 percent in headcount overall. We were requested to provide early enrollment information and that information differs

considerably from our current status. That report showed the college down by 5.1 percent. Total enrollment is 1924 this year compared to 1767 last year. We still have a number of non-paid students.

Annual Report: Dr. Spring presented the Board with a final copy of the New River Annual Report, **A Year of Community Enrichment**. A draft of this report was provided to the Board at the September retreat. The report contains a message from the president, the history of the college, a section on accreditation, discussion of the Center for Workforce and Business Development, News and Notes section and financial statement information for FY 2006. Dr. Spring said that the report eludes warmth, friendliness and professionalism. Extra copies are available to the Board and Deans for distribution.

Marketing Plan: Ms. Libby Belcher distributed a press packet to the Board that was provided to the media at the Ribbon Cutting Ceremony for the Student Center at the Beckley Campus. The packet included a DVD of media coverage.

There will be a New River media blitz starting Friday and running for three weeks which will target 97 percent of the females and 84 percent of males in our nine county Region.

We will have an 800 number and there will be marketing training for student service people and student workers to provide consistency in answering the phone when prospective students call. We are completing details with BSC to connect four campuses.

Accreditation Report: Libby Rogers reported that Results Day was very successful. Criteria and subcommittees are being emphasized now because accreditation is every employee's responsibility and in six months we will be sending our report to North Central. There is a newsletter which carries meeting dates and identifies employee's assignment to work groups. All employees are included.

Two bound reports were distributed containing a collection of data and information concerning the development of the self study and the process. On December 1, we will reaffirm our mission statement. There is information on Results Day. Our timeline is 10 months and 20 days and the visiting team will have been here and left.

Ms. Rogers described the contents of both booklets.

Campus Deans:

Dr. John Mullens has been meeting with the teacher education staff from Glenville and Marshall University to talk about a 2+2+1 program. He attended a meeting at Summersville Memorial Hospital and Bluefield Regional Hospital to discuss developing a Laboratory Technician program.

Carolyn Sizemore reported that the ribbon cutting ceremony went very well. Both Mayor Pugh and Delegate Rahall attended and spoke. Beckley's enrollment is up 42 percent this semester. The Beckley Campus is very busy with some event going on daily.

Roger Griffith informed the Board and guests that he WVCCA, for the second time, recognized Lizabeth Rogers as the outstanding community college employee from New River. This is a wonderful honor and we appreciate Ms. Rogers for her continuing contributions. Our staff processed over 300 applications in one week. The Greenbrier Resort is closing for renovation, which offers a great opportunity for training and a cohort group for our associate degree program in Hospitality Management. Our training programs will be tailored to the Greenbrier specifically. Greg Shrewsberry and I are in the process of writing a new contract for the expanding services at FPCA. Good news on FCIB contract, their intent is to award it to us and that will generate about \$400,000 over the next four to five years. Welcome to the Greenbrier Valley Campus and we appreciate you coming.

Greg Shrewsberry: Workforce Development has completed programs in customized training for employers and continuing community education at all four campuses. We completed our first state employer licensed approved education program on the Beckley Campus with 14 nurses representing two of the major hospitals in the Beckley area. We have worked with employers to complete training programs or to begin develop training programs with them in the areas of manufacturing, healthcare, media and entertainment , construction, transportation, mining hospitality and other services. We continue to provide and promote our aircraft training program with our partners from Trans-Con Aviation which is a very unique program. From Trans-Con we have with us Sonny Bennett, Coordinator, instructor Ken Hughes, CEO, Jackie Bennett, and Director of program, Dr. Weinstein.

Michael Palm said we completed all the high school visits for this fall. We are now doing the follow ups. We had a luncheon for the counselors in the Raleigh County area and we had a great turnout at it. We would like to do this at all the campuses.

Libby Belcher mentioned that the Greenbrier Community College Foundation graciously has agreed to loan the college \$20,000 to purchase used Applied Card furniture for classroom and office use

Robert Farley mentioned that now that elections are over, we need to be working on getting additional funds for higher education,

The next Board of Governors meeting will be at the Black Night Country Club in Beckley on December 1.

There was a motion to adjourn the meeting at 9:32 p.m. by Gerald Hough. Terri Baker seconded the motion. There was no further discussion and the motion carried unanimously.

Respectfully submitted,

Sandra Dixon for Lori Midriff