



Board of Governors

Minutes, Regular Board Meeting

Location: Beckley Campus		Date/Time: March 1, 2007; 6:45 p.m.	
Members Present	Capacity	Guests/Presenters	Affiliation
1. Edward D. Knight, III 2. Leslie Baker 3. Robert Farley 4. Donretta Jo Marcy 5. Kay Carpenter 6. Marilyn Leftwich 7. Terri Baker 8. Gerald Hough* 9. David Nalker 10. William Sherwood	Chair Member Member Member-Student Member Member Member-Staff Member-Faculty Member Member	Lori Midkiff Elizabeth Belcher Sheila Johnson Libby Rogers Greg Shrewsberry Ted Spring Michael Palm Carolyn Browning Roger Griffith Carolyn Sizemore Harry Faulk John Mullens John Barnes Jesse O. Guills Bruce Walker Bill Loope John Manchester Mike Williams Renaë McGinnis Susie Atkins Jeremy Ball	NRCTC, Executive Secretary NRCTC, Ass't. to the President NRCTC/BSC, VP Adm. and Fin. NRCTC, Director, Self Study NRCTC, Director, Bus/Industry NRCTC, President NRCTC, Dean of Students NRCTC, Dean NRCTC, Dean NRCTC, Dean NRCTC, VP and Chief Acad. Off. NRCTC, Dean Greenbrier County Recreation Committee Attorney, City of Lewisburg Council, HEPC NRCTC, Director, Inst. Advance. Mayor, City of Lewisburg NRCTC NRCTC, Director, Planning, Assessment and Grants NRCTC, Adm. Assistant NRCTC, Computer Technician
		Members Absent	
		*Gerald Hough Vicki Nutter	BOG Member—Faculty. Absent from Executive Session and remainder of Board meeting. BOG Member

The meeting was called to order at 6:51 p.m.

The agenda was amended to allow Attorney Jesse Guills to speak to the Board about the Lewisburg Library Building project.

Attorney Guills thanked the Board for amending the agenda.

www.nrctc.edu

Central Administration
221 George Street, Suite 2
Beckley, WV 25801
304.929.5472
304.929.5478 Fax

Beckley Campus
167 Dye Drive
Beckley, WV 25801
304.255.5812
304.255.5889 Fax

Bluefield Campus
219 Rock Street
Bluefield, WV 24701
304.327.4071
304.327.4072 Fax

Greenbrier Valley Campus
101 Church Street
Lewisburg, WV 24901
304.647.6560
304.647.6561 Fax

Nicholas County Campus
6101 Webster Road
Summersville, WV 26651
304.872.1236
304.872.3587 Fax

Attorney Guills said he met last week with Dr. Spring, Bruce Walker (HEPC), Dennis Taylor (HEPC) and others to discuss the options to procure additional funding for the library construction project. An additional \$700,000 is needed to complete the library. The Library Board has secured short-term financing and is now considering longer-term loan options.

Several options have been explored. BB&T seemed to offer the best alternative. However, BB&T requires the leaseholder, (New River) to amend the lease to allow the building and the land to be used as collateral on the loan.

Attorney Guills asked Attorney Walker to give a history of the bond funding for the project. Attorney Walker wanted the Board to be aware of the liabilities if the college decided to help the City of Lewisburg with this loan. Walker explained there is a provision in the current Partnership Agreement that the building must be used as a library.

Attorney Guills requested that New River agree and authorize the collateralization of the building and land to secure the loan. He stressed that if this was not authorized, the Library Board would not be able to receive a loan. If approved, the loan obligation will be with the City. In the event of a default, New River would have first option to assume payment of the debt. If such an event occurred, the college would then own and operate the library.

Attorney Walker stated that the construction value of the building is 3.2 million dollars. If a default occurred, it would seem reasonable that the college could secure funds to pay off the loan.

Attorney Guills stated that there was an alternative what should be considered. The Participation Agreement ends in 2034. The bank stated that in the event of foreclosure whoever foreclosed on the building would only have the property interest until 2034 and could then sell the building for any type of use.

Attorney Walker stated that the college foundation could step in and purchase the building, eliminating the legal issues with the State.

Attorney Guills emphasized that the City of Lewisburg could also provide collateral for the loan by using other available property as collateral.

Chairman Knight suggested that the Greenbrier College Foundation Board should be involved in negotiations to help move this project along.

Mr. Robert Farley made the motion to move forward with the President, the Foundation President, the Mayor, Bond Council, and BB&T to determine the appropriate action to be taken in this matter.

Ms. Terri Baker seconded the motion. There was no further discussion and the motion carried unanimously.

Ms. Kay Carpenter requested an emergency meeting, if a plan is created [referenced above] so that the Board can hear the plan and move forward with the loan.

Attorney Guills and Mayor Manchester thanked the Board for their consideration and support and said they would get back with the college.

The agenda was amended to allow Mr. John Barnes to proceed with his presentation on a possible partnership between the Greenbrier County Recreation Committee and the County Commission and New River.

Mr. Barnes thanked the Board members for the opportunity to speak.

Mr. Barnes stated there were several options the Recreation Committee considered regarding the development of a Recreation Center and they would like New River to be an active participant. Mr. Barnes suggested efficiencies and economics if both the College's Facilities Master Plan and plans of the Recreation Committee could be combined.

Mr. Barnes suggested joining 19 acres owned by the County with the Salisbury Farm property (47 acres) owned by the college to build a multipurpose recreation facility. In addition, the two entities could partner to provide a pool to the community.

Mr. Barnes asked for the President and Board Chair to work with the County Commission in considering combining the master plans.

Mr. William Sherwood motioned to approve the request. Ms. Terri Baker seconded the motion. There was no further discussion and the motion carried unanimously.

Mr. Barnes thanked the Board for their support.

Returning to the Agenda, Chairman Knight stated there were several amendments to the BOG minutes for January 11, 2007. Amendments are as follows:

1. show that Chris Deweese, Bill Loope and John Dynak were present at the meeting;
2. change the wording on Page 5, second paragraph, 5th row, the sentence starting "However, the plan now calls for . . ." should be removed and replaced with the following sentence: "New River's Beckley campus will be located on the Public Higher Education Center site, but we will have title to the property."

Chairman Knight called to approve the BOG minutes of January 11, 2007 with the above changes.

Ms. Carpenter moved to approve the minutes with the changes.

Ms. Leftwich seconded the motion. There was no further discussion and the motion carried unanimously.

Chairman's Report: No report.

Board of Governors Committee Reports: No report.

Executive Session: Ms. Terri Baker made a motion to enter into Executive Session. Ms. Leslie Baker seconded the motion. The Board entered into Executive Session at 7:44 p.m.

Ms. Kay Carpenter motioned to resume the regular meeting. Mr. Robert Farley seconded the motion. The Board meeting resumed at 8:27.

Financial Report: Ms. Johnson asked the Board members and those present to assist in support of the Community College bond issue which allows funding for New River's Facilities Master Plan.

Ms. Johnson stated the request for tuition and fees is to be submitted to the State by April 4. She said that she would inquire if the college would be allowed an extension until our next regular board meeting, April 6. If not, a special meeting will be held to discuss tuition and fees for FY 08.

Ms. Johnson reviewed the financial report. Ms. Johnson reported there were no other major issues and the college should be fine for the rest of the year as long as the college continues on the current path.

Ms. Johnson also addressed GASB stating that there is little information available which makes planning difficult. Employees covered by health insurance were included in the rate calculation. If implemented, New River would be obligated to pay \$339,000.

Ms. Kay Carpenter asked if the college should put some money aside each year to cover these accruing expenses. Ms. Johnson stated that the college could build a reserve. She said that she would keep the Board updated as information becomes available.

Mr. David Nalker 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

Facilities Master Plan: The Council approved the Plan with a resolution that included two caveats (see resolution attached). Dr. Spring is currently working on both of those items.

Policy No. 40: Ms. Belcher stated that this policy was distributed for the thirty day comment period. The Board packets contained a memo with comments regarding this policy. Ms. Belcher stated that the Executive Committee of the Board of Governors would consist of the Chairman, Vice Chairman, and the Secretary.

Ms. Kay Carpenter moved to accept Policy 40. Ms. Marilyn Leftwich seconded the motion. There was no further discussion and the motion carried unanimously.

Chairman Knight requested that a Resolution be developed outlining the makeup of the Committee and that it be added to the agenda for the next regular meeting of the Board of Governors.

Foundation: Mr. William Loope said the Greenbrier Community College Foundation approved a name change for the Foundation to the New River Community and Technical College Foundation. The name change and change in the fiscal year to coincide with fiscal year of the college have been submitted to the IRS. Mr. Loope is drafting a Memorandum of Agreement between the Foundation and College Board.

Press conferences will be held to announce the approval of the Facilities Master Plan. Mr. Loope asked the Board to attend the press conferences to speak on behalf of the college.

A comprehensive capital campaign to support the Facilities Plan will begin soon.

Chairman Knight suggested that a letter be drafted to the Foundation regarding their commitment.

New Business

Academic Services: Dr. Faulk asked for Ms. Libby Rogers to discuss accreditation.

Ms. Rogers reviewed the February newsletter in the packets. The March newsletter will be out next week. Ms. Rogers reported that the Focus Group day went very well. The Focus Group report would be available soon. The criterion reports are due to Ms. Rogers and she is hoping to have a rough draft for the Board Retreat.

Ms. Rogers reported that the college has been sending teams to HLC conferences. Five recommendations that came back with the last team were: (1) If the college says it is doing it, the HLC will be looking for it; (2) Any class that is 100 percent online needs to be approved by the HLC; (3) Look at the college from the customer perspective; (4) let others know that web classes are not easier; and (5) The College needs to embrace new technologies.

Ms. Rogers reminded everyone that the Higher Learning Commission does need to approve partnerships that have substantial changes for the college.

The reaffirmation of the college mission is almost complete.

Ms. Rogers and Ms. Belcher are creating a resource room and have made a list of what the room should contain. The Hospitality Committee is working and faculty have been submitting their credentials. Mr. Nalker asked that Accreditation be on the agenda for each meeting.

Dr. Faulk reported on the current headcount reports.

Dr. Faulk announced hiring Emma McGinnis as the Director of Planning, Assessment, and Grants, Brandy Toler, a student recruiter and David Ayersman as the Director of Online Learning. Mr. Ayersman will be joining the College July 1.

Dr. Faulk has been working with Bluefield State College to revise the MOA's.

Next week there will be a Planning Council meeting to review the tuition and fee structure and staffing requests.

Dr. Faulk stated he was excited about developing a Fine Arts degree program. There will be a subcommittee meeting tomorrow and they will begin to write Intent to Plan Letter to the Higher Learning Commission, so the College may start planning the curriculum. This could become a 2+2 program with Concord University. This will be the first two-year Fine Arts degree program in West Virginia.

Dr. Faulk is also working on articulation agreement with Glenville State and Bluefield State College.

Board Retreat: Ms. Belcher reviewed the draft agenda for the upcoming Board Retreat. The retreat will be held April 6 and 7. Room accommodations will be the Hampton Inn. She stated we are checking on the availability of holding the retreat meetings on the Beckley Campus. The Board meeting will be held Friday evening, April 6, on the Beckley Campus.

Ms. Belcher announced that the inaugural Alumni and Friends Newsletter will be sent out tomorrow.

Ms. Belcher announced that Graduation will be May 11, 7 p.m. at Tamarack. First Lady Gayle Manchin will be our graduation speaker. Ms. Belcher asked that all of the Board members attend, if possible. There are 120 students who have applied for graduation. The college had 70-80 to graduate last year.

Ms. Belcher distributed a sample of the letterhead. She will have letterhead for the Board of Governors prepared. If any Board member would like letterhead, please contact Ms. Belcher.

Employee Information Packets: Ms. Belcher explained that the new positions were highlighted and the temporary positions were marked with an asterisk. She pointed out there was an error with one salary.

Ms. Carpenter asked if there was a reason why the Nicholas County student program advisor had not been posted. Ms. Belcher stated that it was posted last week.

Dean Michael Palm explained that the job duties were changed.

Ms. Belcher added that an interview committee will be appointed.

Ms. Carpenter asked how many people we had on contracted services. Mr. Griffith stated that his campus had 6 to 8 people and that Ms. Sizemore had a couple as well. Ms. Belcher stated that she did not know the number but could find out. Ms. Carpenter requested to have the number of contracted service administrative staff and faculty.

Ms. Belcher presented the new brochure. It can also be used as a poster. It lists all certificate and degree programs.

President's Report: Dr. Spring provided the Board members with his report. Included in the board packets were a State-wide Enrollment Analysis and the Higher Education

Report Card that were distributed by the Chancellor's Office. Dr. Spring stated that he would like to review these items at the Retreat. The new CTC Office brochure was provided to the Board. This was created by Image Associates.

Dean/Director Reports

Mr. Greg Shrewsberry highlighted items from his report. He stated that there will be print and television advertising for the oil and gas pre-employment program beginning March 21. Mr. Shrewsberry stated that there are 300 job openings in our region in that industry.

Ms. Carolyn Sizemore reported that Workforce Development is holding continuing education programs on the Beckley campus. Weekend College enrollment is up. She had 68 students in the fall and 148 registered for the spring semester. There are class meetings every other weekend. Students are attending from all over the region. Ms. Sizemore announced that the journalism and photography classes are preparing a newsletter for students written by students. She reported that the Wilburn Building is meeting the needs of the students. The Student Government will be going tubing March 11 for anyone who wants to participate.

Dr. John Mullens announced that Ms. Connie Argento had open heart surgery. She is now home recovering. She would love to hear from her friends at New River.

Mr. Griffith reported that the Connect the Corridor Program to light up broadband technology was under way. Pocahontas Woods will be starting an internship program with the College. Employers are bringing people to the College in the middle of the semester to attend the Machine Tool Program. He announced that Ms. Pat Swann's mother passed away last week.

Dr. Browning had no verbal report for the Bluefield campus.

Ms. Carpenter thanked Ms. Belcher for providing the requested information on staffing and would like to see the list of faculty needed. She also asked that at the next meeting the new student recruiter do a presentation.

Mr. Farley moved to adjourn the meeting. Mr. Terri Baker seconded the motion. There was no further discussion and the motion carried unanimously. The meeting adjourned at 9:40 pm.

The next Board of Governors meeting is scheduled for the Beckley Campus of New River Community and Technical College on Friday, April 6, 2007.

Respectfully submitted,

Lori Midkiff