



NEW RIVER COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS

Minutes, Regular Board Meeting

Location: Beckley Campus

Date/Time: June 1, 2006; 6:45 p.m.

Members Present	Capacity	Guests/Presenters	Affiliation
1. Edward D. Knight III	Chair	Lori Midkiff	NRCTC
2. Leslie Baker	Member	Elizabeth Belcher	NRCTC
3. Robert Farley	Member	John Mullens	NRCTC
4. David Nalker	Member	Sheila Johnson	NRCTC/BSC
5. Gerald Hough	Member-Faculty	Libby Rogers	NRCTC
6. Natasha McMann	Member-Student	Greg Shrewsberry	NRCTC
7. Vickie Nutter	Member	Carolyn Sizemore	NRCTC
8. Robert Farley	Member	Mike Williams	NRCTC
9. Marilyn Leftwich	Member	Ken Baker	NRCTC
10. Norris Kantor	Member-Ex-officio	Susie Atkins	NRCTC
		Ted Spring	NRCTC
		Michael Palm	NRCTC
		Nathan Clay	NRCTC
		David Lord	NRCTC/BSC
		Donretta Jo Marcy	Guest
		Nandra Jean Collins	Guest
		Gerry Gessie	Greenbrier Valley YMCA
		Members Absent	
		William Blake	Member
		Kay Carpenter	Member
		William Sherwood	Member

The meeting was called to order at 6:46 p.m. by Edward D. Knight III, Chairman.

Chairman Knight stated that the minutes from the last meeting needed to be approved. Mr. Nalker asked for the minutes to be changed to reflect that Mr. Knight was the Chair of the Board Members, not himself. Chairman Knight stated that the minutes would be amended. Mr. Hough moved to approve the minutes as discussed with amendment. Ms. Nutter seconded the motion. There was no further discussion and the motion carried unanimously.

Chairman's Report: Chairman Knight announced that there were several Certificates of Appreciation to be presented this evening. Mr. Robert Farley presented Mr. Norris Kantor with his Certificate of Appreciation for his service as the Ex-officio member to the NRCTC Board of Governors. Mr. Kantor thanked the Board for the certificate and stated that he has enjoyed being affiliated with NRCTC for the past year. Chairman Knight presented Ms. Natasha McMann with a Certificate of Appreciation for serving as our Student Representative and stated that we enjoyed her serving on the Board of Governors.

There were no other committee reports.

Executive Session: The Board did not enter into Executive Session.

Mr. Hough distributed report of evaluating the President. He was appointed to chair the evaluation process. He explained there is a more extensive evaluation every fourth year.

Mr. Hough reported the faculty's interest for reviewing Mr. Ken Baker's position for classification, title and remuneration.

Financial Report: Ms. Sheila Johnson distributed the financial documents and reported that the institution has received the last 33 percent of its state funds. In addition, she also reported that the funding for the library project is continuing to be disbursed.

The Board will be provided a copy of the Contracted Services.

Remaining Perkins funding will be used for projects identified through the planning/budgeting process, especially for equipment. Ms. Johnson also stated that the Emerging Scholars Program will be funded with Perkins monies.

Mr. Hough moved to accept the financial report as stated. Mr. Nalker seconded the motion. There was no further discussion and the motion carried unanimously.

Property Update: Ms. Johnson reported on the college property acquisitions. The transfer of the Salisbury Farm deed has been placed on the Agenda for the Council's June 9th meeting. Once the deed is approved by the Council, it will then go to the HEPC for approval.

The Summersville property deed has been prepared and sent to Bluefield for a signature.

Transfer of equipment from BSC to NRCTC will be completed once the equipment is tagged and transferred by Purchasing.

Contracted Services: Ms. Johnson reviewed the Financial Summary of Contracted Services with the Board and requested they allow Dr. Spring to approve the contracted services document and make minor changes if needed. In addition, she reported an anticipated \$200,000 reduction for New River.

Ms. Johnson reviewed the end of semester headcount and said these were rolling averages for the institution. Ms. Johnson explained that the contracted services were based on the fall 2005 Enrollment column. She also explained the 2006 Budgeted Chargeback Functional Operating Expenses chart is a comparison for administratively linked schools. Dr. Spring said WVU Tech's costs per FTE are actually over \$4,000. This is the amount the community college pays for services for each student.

Mr. Hough made a motion to permit the President to approve the final contracted services documents. Ms. Leftwich seconded the motion. Mr. Nalker asked if they were approving for 2006-07. Ms. Johnson stated that was correct. There was no further discussion and the motion carried unanimously.

The MOA's will be signed by both presidents and sent to the Council for approval. The deadline for the submission is tomorrow. Pat Hunt's last day is June 23 and would like to have the documents as soon as possible. Mr. Nalker asked who sets the deadline for developing the MOA's for contracted services. Ms. Johnson stated that the CTC sets the deadline. Dr. Spring reported that they started this process last December. He would like to have these agreements

completed by the end of March 2007. Dr. Spring said the major challenge was getting Bluefield employees to the table. Mr. Nalker stated that as a Board Member, it is hard for them to make informed decision when they do not have all of the information in advance. This will be rectified by meeting an earlier submission date next spring.

Ms. Johnson briefly went over the state budget. She explained that this form is used to prepare the financial statement the Board receives every month. The total disbursements for New River were \$5.48 million. She explained that Page 3 of the report has the Education and General Fee amounts. Dr. Spring asked if the HERA assessment was per student. Ms. Johnson stated that it was. Page 4 of the document explained how the college plans to expend funds. Once the budget is approved, the college can amend the budget.

Ms. Johnson covered the bond funds. Bond assessments are currently \$23,381. Mr. Nalker asked if the Library is an asset for New River. Ms. Johnson stated that it was, and would be until the bond is paid in full. Ms. McMann asked if the fees collected on the previous pages were spent on students. Ms. Johnson explained that there are three student activity funds: tutoring, SGA, and publication/lectures/concerts. Ms. McMann asked if there is a breakdown of what is spent from these accounts. Dean Palm stated that this information was not available and further explained that as we develop the Student Government Association; there will be certain amounts of funding available to each campus. Dean Palm clarified that part of the SGA is to manage the funds and spend within the state guidelines. Dr. Spring asked what happened to any SGA funds that were not spent. The funds stay in that account and roll to the next year.

Mr. Nalker asked about line items that did not have a balance. Ms. Johnson explained that there were some accounts that were still being updated. Hospitality is one that will have a charge over \$5,000. The cellular charges have previously been under the telephone charges. She stated that pages 15 and 16 were a summary of the entire document. However, the Federal Financial Aid is not included in this document. In addition, this document is processed at the state level. Beginning July 1, 2006, New River Community and Technical College will have their own accounts for Pell and Direct Loans. Currently Pell funds are \$3.5 million and she expects the Direct Loan funds to be more than that amount.

Ms. Johnson reported on the liability insurance for the college. She stated that any elected or appointed official including the NRCTC Board of Governors are covered while acting under such duties.

Unfinished Business: No unfinished business.

New Business: Chairman Knight declared the elections for the Board Officers would begin and appointed Mr. Hough to chair the elections. Elections were opened by Mr. Nalker and seconded by Ms. Leslie Baker. There was no further discussion and the motion carried unanimously.

Ms. Leslie Baker nominated Mr. Knight for the Board Chair for FY07. Ms. Vicki Nutter moved to close the nominations for the Board Chair. Mr. Farley seconded the motion. All members were in favor of Mr. Knight being elected another term at the Board of Governors Chairman.

Nominations were opened for the election of the Vice Chair for FY07. Mr. Nalker nominated Mr. Robert Farley. Ms. Leslie Baker seconded the nomination. Ms. Nutter moved to close the nominations for Vice Chair. Ms. McMann seconded the motion. All members were in favor of Mr. Robert Farley being elected to the term of Vice Chair for the Board of Governors.

Ms. Nutter moved to close all nominations for voting. Ms. Leftwich seconded the motion. There was no further discussion and the motion carried unanimously.

Dean Michael Palm introduced Ms. Donretta Jo Marcy, new student representative, to the members of the Board. She is currently a student at both Beckley and Summersville campuses. Dean Palm stated that he was please to have her as the new Student Representative. Her mother, Nandra Jean Collins, was introduced. Dean Palm asked Ms. Susie Atkins to install the new Board Member. Ms. Atkins swore in Ms. Marcy. Dean Palm thanked Ms. Natasha McMann for her service as the Student Representative for the past year.

Activities building: Dr. Spring introduced Mr. Gerry Gessie, the Director of the Greenbrier Valley YMCA. Dr. Spring met him several weeks ago to discuss the pool at the Lewisburg campus. He invited Mr. Gessie to attend tonight's meeting to discuss ideas for the pool and what services we could jointly offer the community. Dr. Spring said he was asking for "concept approval" from the Board to begin working on this partnership.

Chairman Knight asked since the Highways Building is under lease, if we work on this partnership. Dr. Spring answered that the Highways Department will be acquiring a new building in the near future. Chairman Knight also asked if anyone had approached the Highways Department about their lease. Dr. Spring said that the college did not want to explore this until the college administration received concept approval from the Board. .

Mr. Gessie thanked the board for allowing him speak with them. Mr. Gessie stated that he taught a strength training class at the GVC campus and have been apart of the YMCA for a while. He came to the Greenbrier Valley YMCA last August. He explained that the mission of the YMCA is to build strong communities. The town of Lewisburg is really interested, according to surveys completed, in having a community pool. The YMCA currently has an agreement with the pool in Rainelle to provide pool and lifeguard training. He explained that the Greenbrier Valley YMCA could easily double their membership with access to a pool. The YMCA would be happy to partner with NRCTC. He does realize that the pool would need some renovations. Mr. Gessie explained that the pool would give the citizens in the Lewisburg community another tool to help fight obesity.

Mr. Kantor stated that the pool has been inspected for renovation costs and expressed concern finding an expert on indoor pools to give a good estimate and type of renovations needed. Mr. Gessie stated that he would be able to enlist some help with the estimate costs and that the YMCA does have this type of staff both local and nation wide to do this type of work. Mr. Hough stated that he thinks this is a good idea that we need to explore further.

Mr. Hough made a motion that the college look at due diligence to bring the pool up to standards for operations and the expenses it would incur for the next two years. Ms. Nutter seconded the motion. There was no further discussion and the motion carried unanimously. Dr. Spring stated that he, Delegate Campbell, and Mr. Gessie discussed costs briefly. He stated that the Building Commission would be responsible for the expenses, not the college.

Mr. Ken Baker asked to address the board. He explained that the YMCA operates a youth soccer team and two of the coaches were collecting donations to be able to attend an upcoming tournament. Mr. Baker stated that if anyone would like to contribute for their trip to please see him after the meeting.

Foundation: Ms. Belcher reported that the dinner meeting her, Dr. Spring and several Board Members attended with the Greenbrier Community College Foundation had gone well. Ms.

Belcher distributed the meeting report to everyone. The Greenbrier Community College Foundation wants to form an organization to support all campuses of New River Community and Technical College. Each campus would have their own chapter to raise funds that would stay in their community. An Executive Director would be hired to oversee the foundation day-to-day activities. The GCCF would be willing to hire a temporary Executive Director. Ms. Belcher wanted to bring forth this information to the Board to seek approval to move forward with this action. Mr. Hough moved to pursue the formation of the new foundation. Mr. Farley seconded the motion. There was no further discussion and the motion carried unanimously. A similar discussion will take place with the GCCF within the next month or so to affirm the plan.

Ms. Terri Baker stated she has been working with Ms. Forte to transfer Elderhostel funds to the GCCF. In addition to Elderhostel expenses, the funds are being used to pay items such as Chamber dues, etc. Dr. Spring stated this is an exciting opportunity to work with the GCCF. Ms. Leslie Baker asked if the Board would hire the Executive Director. Chairman Knight stated that they probably would.

Dr. Spring reminded everyone about the December Board meeting and said he wants to invite the GCCF members as well.

Human Resources: Mr. David Lord introduced personnel policies. He explained that Policy No. 25: Personnel Administration governs the personnel searches for the college and the statewide Mercer Classification System which explains Position Information Questionnaires (PIQ) and how positions are classified.

Mr. Lord discussed NRCTC's Hiring Policy. He explained it is not a Board policy, but a NRCTC policy on conducting the hiring process.

Mr. Lord reviewed Policy 17: Classified Employees. An employee is hired under a probationary status. Mr. Lord emphasized it is very important to have a detailed PIQ to ensure the most qualified person is hired. He said he would not advertise a position until a PIQ is complete. Mr. Lord discussed the WV State Code section regarding this policy. Once an employee is hired, there is an orientation session and the supervisor sets goals and objectives. The employee will be evaluated by the supervisor prior to the completion of their six month probationary period. If performance is not satisfactory, their probationary period can be extended by one year and an improvement plan will be implemented.

Dr. Spring said that as a college, we do not do a good job completing evaluations in a timely fashion. He stated that he would be working with Mr. Lord to ensure this situation is corrected.

President's Report: Dr. Spring stated that the third commencement for the college went very well. He stated that the Chancellor was pleased to be apart of the ceremony. Dr. Spring thanked Ms. Nutter for her singing performance.

Dr. Spring attended a Council meeting in May in Wheeling. He also attended two-day retreat for the Community and Technical College Presidents hosted by the System's Office at Snowshoe. Dr. Spring had the opportunity to speak at the GED Graduation in Mercer County. He also met with Delegate Tom Campbell, Mr. Gerrie Gessie and others to discuss a possible partnership between the college, the YMCA and the Lewisburg community to use the pool in the Student Activities Building.

Dr. Spring met with Senator Jesse Guills to talk about the state of the college, the community college system and our emerging scholars program. Dr. Spring held a meeting the Greenbrier Valley College Foundation to discuss consolidation.

Dr. Spring reported that Dr. Mullens will be leaving his position as Dean of Instructional Services and will continue as Campus Director in the upcoming academic year. Dr. Mullens has agreed to continue in this role until Dr. Spring appoints an individual to assume these responsibilities. He thanked Dr. Mullens for his service in this position. Dr. Spring will be renaming the Campus Director to Campus Dean, as well as expanding their role and responsibilities. Dr. Spring reported that the college will be hiring a High School Specialist to support work with the Vocational Centers and High Schools in our nine county service area.

In addition to those changes, the college will be seeking a Vice President/Chief Academic Officer. Dr. Spring explained that he needs to move away from the day-to-day operations and work on marketing the college in our communities, working on our facility master plan, and the foundation. Dr. Spring met with faculty, staff and students at each campus together input on these changes.

Chairman Knight asked Dr. Spring if the August Board Meeting could be held on the Summersville campus so they could see what the facility looked like. Dr. Spring stated that request could be filled.

The last item that Dr. Spring had was the PIQ's for four positions that he wanted to share with the board: Vice President/Chief Academic Officer, High School Relations Specialist, Assistant to the President, and Campus Dean. Mr. Nalker asked where they obtained the information for the PIQ's. Dr. Spring stated that some of the information was borrowed as well as composed by NRCTC staff.

Marketing Plan: Ms. Belcher said that she, Dr. Spring and several employees met with the Aurora Group. They discussed questions concerning cost and deliverables. Mr. Rutherford is processing the contract. Ms. Belcher reported that the Aurora Group will be distributing a questionnaire to the faculty and staff. Within the next six weeks a branding plan should be established. Dr. Spring added that we would be pushing for deliverables that were discussed in detail.

Graduation Ceremony: Ms. Belcher reported that an Alumni letter was distributed to the graduates. She reiterated that the ceremony was wonderful and explained that attendance was so numerous we ran out of chairs. Attendance estimates were 750 to 800. With this in mind, the graduation committee will meet and discuss if the ceremony should be moved next year. Ms. Belcher stated that information will be collected on alumni and an organization established with employees and board members encouraged becoming alumni members.

Facility master plan report: Ms. Johnson shared with the Board that Silling and Associates of Charleston was the firm selected for NRCTC's facility master plan. They have partnered with an educational facility from Ohio, as well as a landscaping firm. Silling and Associates should have a draft for review sometime next week then negotiations will begin.

Accreditation Report: Ms. Rogers stated that the Accreditation committee needs to return their surveys as soon as possible. The committee is working on the Focus Survey questionnaires. Ms. Shirley Davis, Assistant Math professor at Beckley Campus is analyzing the information. This information will ensure the accreditation reports will be easier to complete. Ms. Rogers invited members of the Board to join an accreditation sub-committee. She also reported that the curriculum committee has been working diligently on the new and revised certificate and associate degrees. The accreditation materials are on the website as well as the virtual resource room.

Dr. Spring reported that the agenda for this meeting is on the website and encouraged the Board to attend the upcoming web training session next week. If anyone wishes to attend, contact Ms. Midkiff to register.

Beckley Facility Update: Ms. Rogers reported that the new Student Center is beginning to take shape. Ms. Atkins has been working with an architect to develop designs of the building for the Fire Marshall's approval.

Ms. Rogers announced that the Beckley campus will conduct two orientation sessions. Ms. Sandra Whitaker is working with Emerging Scholars for the Beckley campus. The Beckley campus will have six summer classes and several online classes. She also reported that the search committees have been working to fill faculty and staff positions. Ms. Rogers has been working to complete her evaluations as well.

Greenbrier Valley Campus: No Report.

Bluefield Campus: No Report.

Nicholas County Campus: Dr. Mullens reported that the Nicholas County Campus completed its first BRIM inspection. The campus had a very complimentary inspector; however, several items will need to be fixed. Dr. Mullens stated that the campus would have to spend some money to get the building to code, but will work to meet the requirements. His campus report stands as submitted.

Workforce Development: Mr. Shrewsberry stated that his report stands as submitted. In addition, he is working on twelve projects: five in Bluefield, two in Beckley, two in Lewisburg, and three in Summersville.

Areas of needs for employment are health care, process manufacturing bottling, real estate and security.

The college is continuing to work with Beckley Appalachian Regional Hospital (BAR-H) on a continuing education program for the LPN and RN's. The program should be developed by the end of summer. This partnership will assist in BAR-H's accreditation. NRCTC will be involved in developing clinical, paramedic, and medical assisting programs. Dr. Spring noted this is a good example of partnering and sharing in BAR-H's visibility in the community.

Online education: Mr. Baker reported the college currently has 47 online courses with 183 students and 246 course enrollments. The summer sessions have the largest enrollment ever. Mr. Nathan Clay has assisted in setting up courses, training instructors and working the help desk. Ms. Libby Rogers also assisted significantly. Mr. Baker reported that the college has a new program at the Mercer County Vocational and Technical Center that offers online courses.

Mr. Baker reported on the Technology Services budget. This is the first time he has developed a budget so he estimated the expenses high and the revenue low. The college will no longer be utilizing the Kentucky Virtual online courses due to cost. However with the increase in enrollment for summer classes, he does not see it as a problem.

The Technology Plan is complete, but it does not include goals. He is working to revamp the plan and it will be available for the board retreat. Mr. Baker has been working with MIT and Danbury Community College on a partnership to have course websites for free.

Mr. Baker has been working with the WV Fire Marshall's office. They are overseeing the Fire Science Program.

He has been working with RESA 1 to integrate our IVN systems.

Dr. Spring added that Mr. Baker has been doing a wonderful job with the online classes. He said our sister institutions are struggling and we may have an opportunity to assist them.

Mr. Hough asked if there was a possibility that the faculty could offer one traditional class, a web based class and an online course. Mr. Baker said it could be done. Mr. Baker stated faculty who are teaching online courses are existing faculty that are offering their existing traditional classes online. Mr. Baker also reported that by the end of summer, we will have an online assessment for the students to complete.

Mr. Hough made the motion to adjourn the meeting; Ms. Carpenter seconded the motion. No discussion occurred on the motion, it carried unanimously. The meeting adjourned at 9:20 pm.

The next Board of Governors meeting is scheduled for Thursday, August 3, 2006 at 6:45 p.m. on the Nicholas County Campus.

Respectfully Submitted,

Lori Midkiff