



NEW RIVER COMMUNITY AND TECHNICAL COLLEGE  
**BOARD OF GOVERNORS**  
**Minutes, Regular Board Meeting**

**Location:** Beckley Campus

**Date/Time:** August 15, 2005; 6:00 pm

<b>Members Present</b>	<b>Capacity</b>	<b>Guests/Presenters</b>	<b>Affiliation</b>
1. Terri Baker	Staff Rep	Susie Atkins	NRCTC
2. William Blake	Member	Ken Baker	NRCTC
3. Kay Carpenter	Member	Libby Belcher	NRCTC
4. Robert Farley	Member	Felica Blanks	NRCTC
5. Gerald Hough	Faculty Rep	Carolyn Browning	NRCTC
6. Marilyn Kiddle	Student Rep	Margaret Buttrick	WVCCTCE
7. Edward Knight	Chair	Roger Griffith	NRCTC
8. Marilyn Leftwich	Member	Mary Igo	NRCTC
9. David Nalker	Member	Evie McPherson	
10. Vickie Nutter	Member	John Mullens	NRCTC
11. William Sherwood	Vice-Chair	Willis Nordlund	NRCTC
		Lucie Refsland	NRCTC
		Lizabeth Rogers	NRCTC
		Greg Shrewsbury	NRCTC
		Carolyn Sizemore	NRCTC
		Mike Williams	NRCTC

**Members Absent**

Leslie Baker

Chairman Edward Knight called the meeting to order at 6:05 pm. Because of the press of business, the minutes from the July board meeting were not yet prepared. At Chairman Knight's suggestion, the board members (by acclamation) dispensed with any action on the July meeting minutes, and will take up the matter at the next board meeting (09.01.2005).

Chairman Knight next stated that a prospective NRCTC student had applied for an NRCTC scholarship, but in the process had somehow come to the attention of Bluefield State College (BSC) personnel, at which point the prospective student was offered a BSC scholarship. Chairman Knight cautioned that the NRCTC system needed to put in place safeguards to ensure that student admissions and scholarship applications were quickly and effectively processed to ensure that the College did not lose students to other institutions.

Lizabeth Rogers (Chairwoman of the Accreditation Committee) next presented a brief summary of accreditation activities to date. This summary was based on her most recent Accreditation Newsletter, which is incorporated into these minutes by attachment.

The Board members had intended next to discuss the progress of the library project on the Greenbrier Valley Campus (GVC), but the members decided to table the discussion because the deed protocols had not yet been completed for transferring the Greenbrier Valley and the Nicholas County Campuses to NRCTC control. When these protocols are completed, the Board will again invite Ann Farr (Director, Greenbrier County Libraries) to present the overall library project plans to the board members.

John Mullens (Dean of Instructional Services) next offered board members an update on the status of academic program reviews. Following a regular schedule keyed to spring semesters, NRCTC must review all programs to determine such matters as program matriculations, graduations, costs, and so on. These reviews must be presented to board members, who will then determine whether to continue or terminate programs. All programs must be reviewed within a five-year cycle but, because NRCTC is a relatively new institution, the West Virginia Council for Community and Technical College Education (WVCCTCE) has indicated that NRCTC could have until Spring Semester 2007 to undertake these reviews.

Member William Blake then asked Dean Mullens if all proposed new programs would be presented to the Board of Governors for approval. Dean Mullens responded that certification programs and associate of science degrees in technical studies could be created and deployed without seeking such approval. All other proposed new programs required both board and WVCCTCE approval. Member David Nalker asked if short-term programs (such as workforce development programs) required approval by the Board or by other agencies. Dean Mullens indicated that such programs also did not require approval. He further indicated that nearly all full-time NRCTC faculty (with the exception of nursing faculty) possess credentials and are cross-trained to teach in more than one content area, which increases the flexibility of the College to quickly develop and deploy various programs. Faculty Representative Gerald Hough then moved that the Board accept the proposed Spring Semester 2007 start date for program reviews. Member Vickie Nutter seconded the motion, which carried.

Board members next took up the issue of a comprehensive board meeting schedule. By law, college boards of governors must meet at least quarterly, but in practice the NRCTC Board of Governors generally meets monthly, on the first Thursday of each month. Chairman Knight pointed out that the Board needed to set a calendar of meetings for the current academic year (through June 2006) so that meeting dates could be adjusted where needed to accommodate such special occurrences as holidays. Board members agreed to table the issue until the September board meeting, to allow the drafting of a proposed calendar that could be adopted, or amended and adopted, at that meeting.

Roger Griffith (Director, Greenbrier Valley Campus) next informed the board members of a proposed change in purchasing procedures. Previously, under BSC/NRCTC institutional policy, any item or service that was expected to exceed \$5,000 had to go through a bid process. This rather low ceiling sometimes causes significant problems in the efficient operation of the two Colleges, so BSC had raised the ceiling to \$25,000, and NRCTC proposed to the Board to follow suit. Elizabeth Belcher (Assistant to the Interim President) indicated that she would prepare and offer at the September board meeting for approval a revised purchasing policy to reflect this raised ceiling. Member David Nalker pointed out that all such policies should be provided to board members well in advance of scheduled meetings, so that board members would have time to thoroughly review policy revisions or new policies before being asked to act on them. Ms. Belcher indicated that she would provide the revised purchasing policy in advance of the meeting for board member review. Ms. Belcher also presented board members with a packet of all approved policies as well as the revised NRCTC Classified Staff Handbook.

Wanda Johnson (GVC Coordinator, Multicultural and Student Activities) then offered board members a summary of activities related to the recent NRCTC Washington Trip. She reported that, despite some scheduling problems, students had found the trip both entertaining and enlightening. She especially stressed that the trip had fostered a growing solidarity among students on the various NRCTC campuses. Carolyn Sizemore (NRCTC Coordinator, Grants and