



NEW RIVER COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS

Minutes, Regular Board Meeting

Location: Nicholas County Campus

Date/Time: August 3, 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. Donretta Jo Marcy	Member-Student	Greg Shrewsberry	NRCTC
7. Vickie Nutter	Member	Carolyn Sizemore	NRCTC
8. William Blake	Member	Ken Baker	NRCTC
9. Kay Carpenter	Member	Ted Spring	NRCTC
		Michael Palm	NRCTC
		Nathan Clay	NRCTC
		Carolyn Browning	NRCTC
		Nick Bassett	NRCTC
		Roger Griffith	NRCTC
		Jessica Phares	NRCTC
		Members Absent	
		Marilyn Leftwich	Member
		William Sherwood	Member
		Terri Baker	Member-Staff

The meeting was called to order at 7:10 p.m. by Edward D. Knight III, Chairman.

Chairman Knight stated that the minutes from the last meeting needed to be approved. Ms. Vickie Nutter moved to approve the minutes as presented. Mr. Gerald Hough seconded the motion. There was no further discussion and the motion carried unanimously.

Chairman's Report: No Report.

Recognition of Board Member Service: Mr. Knight asked Mr. Nalker to present a Resolution to Mr. William Blake's for service to the NRCTC Board of Governors. Mr. Blake thanked Mr. Nalker and the Board Members for the plaque and stated that it has been fun being involved with the NRCTC Board. It has been wonderful to see the Board to come together and select Dr. Spring for President of the college, and feels that everyone associated with the school within the past three years have accomplished a lot of things to make this school good.

Mr. Blake set fourth three priorities he believes the Board Members should pursue. First, a permanent home for the Beckley campus headquarters with better facilities. Secondly, the college needs to focus on expanding enrollment and school recognition. Lastly, Mr. Blake suggested the college perform an assessment of the market area that we serve to see what the college is currently doing and what improvements could be made.

Salisbury Farm Property Transfer: Mr. Knight announced that the Salisbury Farm property transfer has taken place and the proper paperwork has been filed.

Chairman Knight also welcomed Ms. Donretta Jo Marcy to the Board of Governors.

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

Financial Report: Ms. Sheila Johnson reported that the Council approved the contracted services between NRCTC and BSC at their June meeting.

Ms. Johnson stated that there were several financial and internal control audits performed by the State Audit office. This week on campus the Federal Program Auditors have been on campus reviewing financial aid information. They had a list of 70 items to review. All of the audits appear to be going well.

One major challenge Ms. Johnson reported was the NRCTC financial aid code. The college finally received a separate code for NRCTC students. She explained that New River students were still using the BSC code and received financial aid. Both institutions are working to correct this problem and to educate students on which code they need to use so their financial aid will not be delayed. Mr. Palm added that he is working with his staff to fix this problem as well.

Ms. Johnson told the Board that NRCTC received \$250,000 in Perkins funding last year. This year the college received \$148,000. Dr. Spring explained that when the students went to register for classes, they may have been undecided on a major, so they were entered in the system as General Education Program students. Funds are awarded for student enrollment in vocational programs. Dr. Spring reported from this point forward, the staff would be counseling students about technical field choices to help reinstitute funding for the next school year. The budget had to be adjusted accordingly.

Ms. Johnson added that she attended a state-wide meeting to review Rule Series 8 for classified employees. In the next two years, there would be major changes to this series. The system currently rewards employees for years of services. With the revisions, it would also include prior experience and other years of service. This would go into effect July 1, 2008. Ms. Johnson also reminded the Board that NRCTC set a goal to upgrade the pay for the classified in the next three years and that last year was the first year of this timeline.

Ms. Johnson presented the financial report to the Board. At the next meeting she will have a final report after reviewing all of the data. She pointed out that there was a math error with the ending cash; it should have been subtracted instead of added. Ms. Johnson said the Building Commission money is almost depleted. Ms. Johnson pointed out that the interest earned on the bond funds were earnings, and by August 2007, we would need to spend 85% of these funds. Ms. Johnson stated that she inquired to see if the college could use funds from other institutions that are not being used. Dr. Spring asked if we should have other plans if this is a possibility. Ms. Johnson replied that those plans have to be on an approved list, and that the library would be eligible for these funds.

Mr. Nalker said a student approached him regarding payment of tuition on a credit card. Mr. Nalker stated the student tried to pay his fees over the phone and the person taking the payment stated that there would be charged a 2.1% surcharge for the service. The student affirmed that a civil code he reviewed stated that these charges were illegal. He wanted to bring this to Ms.

Johnson's attention so that she may investigate the matter. Chairman Knight stated that Dr. Spring could check with Bruce Walker about this as well. Ms. Johnson stated she would follow up on this matter.

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

Ms. Johnson reported on the Facility Master Plan. Conversations have continued with Silling and Associates from Charleston. Ms. Johnson turned the reporting over to Ms. Jessica Phares. Ms. Phares reported that this plan would cost \$85,000 to complete, which includes a floor and site plan with a rendering for each campus. The vendor also needs a letter of intent completed. They will be visiting each campus to collect information and will be attending the board retreat for feedback from the members. Some of their former clients include WVU Tech, WV State, and Marshall University. Dr. Spring added this will be a good tool to use in the community to promote the college and raise funds for the college. Ms. Phares said the final version of the plan would be presented to the Board at the December meeting.

Unfinished Business: No unfinished Business

New Business

Board Retreat: Ms. Belcher reminded the Board Members that the retreat would be September 15 and 16. She circulated a list and asked the Members to mark whether they would need accommodations, if they had any special dietary needs, and their original board appointment. Ms. Belcher also passed out a tentative retreat agenda and asked for comments. The location for the retreat will be the Hampton Inn in Beckley. Dinner will be catered. Breakfast and lunch will be taken care of for Saturday as well. There will be presentations on the college finances, the Facility Master Plan, the college website, and marketing with the opportunity for questions at the end. Chancellor Skidmore will be in attendance to give an overview of the Community College System.

Policies: Policy No. 38: Performance Evaluation: Classified and Non-Classified Employees were created by David Lord in relationship to evaluations. The Council asked us to put this policy into place. Ms. Belcher has brought forth Policy No. 38 and the following policies to the Board to send out for 30-Day comment: Policy B.200 Scheduling Guidelines for Off-Campus Sites, Policy B. 300 Financial Exigency, Policy B. 400 Program Reduction, Suspension, or Elimination, Policy B. 500 WVCCTCE Series 9, 4.3.1-Periodic Review of Outside Services of Appointees, Policy B. 600 Honors Designations, Policy B. 800 Policy on Tuition Refunds or Credits for Students Called to Active Military Service, Policy B. 1100 Standards for Degree Designations and General Education Requirements, and Policy D. 1000 Hiring Policy.

Mr. Hough moved to approve the policies to go out for 30-Day comment. Ms. Kay Carpenter seconded the motion. There was no further discussion and the motion carried unanimously.

President's Report: Dr. Spring distributed his report so he could highlight some activities. Dr. Spring also thanked Dr. John Mullens for hosting the meeting at his campus this evening. Chairman Knight added that it is important for the Board Members to see the Nicholas County Facilities.

Dr. Spring attended the CCAA President's Institute in Maine. He had the opportunity to meet the President from New River Community College in Virginia as well as others from across the country. He also attended the MGT of America meeting held in Charleston. He along with

NRCTC and BSC staff toured the Applied Card Building located in Beckley. This building has between 60,000 and 90,000 square feet. He is in the process of pursuing and interested in acquiring the building.

Dr. Spring attended the Council meeting and had an opportunity to show more pictures of the campus. Mr. Griffith arranged a meeting with Concord University to discuss articulation agreements for a Fine Arts program. He met with the Greenbrier Community College Foundation to further discuss developing a college wide foundation. He and Ms. Belcher have a meeting scheduled with Bruce Walker next week to answer some questions concerning the foundation. Dr. Spring has met with Chancellor Skidmore on several occasions to discuss online classes.

Dr. Spring and NRCTC staff attended a meeting at the National Radio Astronomy Observatory to discuss a possible partnership with Snowshoe Resort and Pocahontas County Schools. Dr. Spring received an update from Mr. Gerry Gessie concerning the pool renovation. His board does not meet until September and will provide an update after their meeting. He and Ms. Belcher are working on an annual report. Ms. Belcher is working with Mr. Jim Nelson to complete this project. This report will be shared at the retreat. Dr. Spring also noted that the Board is required to submit an annual report in November.

Dr. Spring announced that Dr. Felicia Blanks will be joining the Beckley campus, working on recruiting for BSC. He is working to determine where Dr. Blanks' office will be located. Dr. Spring has been meeting with Mr. Bill Loope to develop a career placement service and would welcome any comments from the Board. With the resignation from Mr. Blake, Dr. Spring asked for input from the other members for qualities to look for in a new Board Member. He stated that the President of the College may nominate the next appointment. Ms. Carpenter asked if we had a member from Fayette County. Dr. Spring answered we did not. Ms. Leslie Baker stated that the next Board Member should be from Raleigh or Fayette County with ties to the community and powerful networking possibilities. Chairman Knight requested for Dr. Spring to send a letter to the Board Members asking for their input. Dr. Spring said that he would be happy to do so.

New River Online Presentation: Mr. Ken Baker presented a power point presentation concerning New River Online statistics for the upcoming semester and a brief overview of classes to be offered. Mr. Baker also discussed the Online Course Consortium developing between NRCTC, Blueridge Community and Technical College and Southern WV Community and Technical College. Dr. Spring added that other colleges may be joining the consortium making NRCTC the statewide online CTC. The Chancellors office was asked to help fund a position to help with the online college.

Mr. Baker also discussed some joint projects the college would be working on with the National Radio Astronomy Observatory. The college would work with the NRAO with the WV Virtual High School as well as expanding programs such as welding, forestry, hospitality and tourism, adult basic education programs, and technical infrastructure development.

Snowshoe Resort would also like to partner with the college as a satellite campus to be able to offer training onsite for employees. Snowshoe would be able to provide a living environmental lab for students as well.

Dr. Spring gave the board a quick enrollment report. Enrollments have been slow to grow, but he feels that with the start of classes next week, the numbers will increase.

Dr. Spring introduced Ms. Carolyn Sizemore as the new interim Dean for the Beckley Campus. Ms. Sizemore came forward with the facility report for the Beckley Campus. Renovations are currently being done on the student center. It is projected to be finished within the next three weeks. Classes would then be scheduled for the newly constructed classrooms.

Lastly, Dr. Spring reported that Bluefield State College and New River Community and Technical College were looking at the former Applied Card Systems building located in Beckley. He also mentioned the opportunity to rent additional office space in the JAK Building that would be ideal for the central offices as well as freeing up additional administrative space for BSC.

Marketing Plan: Ms. Belcher reported that the marketing campaign was in full swing. Radio commercials are running on the radio stations in our county service areas. Fall and Online class schedules are being printed and will be distributed in the local papers the week before classes start. The college has an advertisement in The State Journal for training business employees.

Ms. Belcher stated that the branding recommendation for the college would be presented at the board retreat. Several Members asked questions concerning the marketing campaign. Ms. Belcher answered them and would look into the various suggestions provided by the Members. Mr. Knight stated that he has a billboard that the college could use located in the Lewisburg area.

Accreditation Report: Ms. Rogers told the Board Members the college was one year, one month, and twenty days away from the site visit for accreditation. She emphasized the college would need everyone's help to prioritize and work on the subcommittee reports. Ms. Rogers informed the Members the analysis of the previous sessions were available on the website under the accreditation sections, as well as other information. She also stated that the resource room needs to be organized and structured. Ms. Rogers will have more information to present at the board retreat.

Ms. Rogers informed the Board Members she took a team of four, including herself, to Chicago to attend a conference pertaining to assessment and accreditation with peer colleges. She reminded the Members that we are members of North Central and the college is striving to make NRCTC a quality institution. She emphasized that we need evidence to see what the college is doing and to be able to study the actions of the college.

Greenbrier Valley Campus Report: Mr. Griffith reported on the enrollment information. He stated three months ago, the headcount and FTE were down because more students graduated this spring. The college has worked on numerous recruiting opportunities. They have also contacted student groups that have attended the college in the past. Mr. Mike Williams put together a newspaper insert that went out in 35,000 papers and were delivered to places in the surrounding counties.

Student Services: Mr. Palm reported that he; Mr. Travis Conner and Ms. Angie Jones were guests on a radio talk show to promote the college. He is going to try and do this on a regular basis because it is free advertisement for the college. Mr. Palm reported that Ms. Wanda Johnson has attended almost every festival and other opportunities presented to the college to promote NRCTC.

Nicholas County Campus Report: Dr. Mullens thanked everyone for coming back to the Nicholas County Campus for tonight's meeting. He reported that the Kids College went very

well and had a lot of children to attend. The LPN graduation ceremony was held recently with 350 people in attendance. Ms. Vicki Nutter sang at the ceremony and was a nice event. Dr. Mullens wanted everyone to notice the lighting project at the library when they left this evening. This project provides a safe and secure environment for the students. This project was funded by a grant from the City of Summersville.

Workforce Development: Mr. Shrewsberry report the Paramedic Program associated with the Princeton Rescue Squad had an early passage rate on 90% on the practical portion of the exam. The state average is 65%. He stated that the program should be above the state average for the written portion as well. Recruiting will begin for the program's second year in the next couple of weeks.

Mr. Shrewsberry also reported that a local bottling company the college provided training for previously is requesting more training for employees. Fox 59 also requested training for employees in exchange for advertising for the college. NRCTC is working with the prison system to teach general education classes and to possibly provide additional classes in the future.

The Elderhostel Program has expanded to eleven programs for next year. Ms. Terri Baker will devote more time to Workforce Development while Gloria Lemons has been hired temporarily to work with the Elderhostel program. In addition, Mr. Shrewsberry reported that 45 children attended the Kids College in Nicholas County. They offered six different programs ran by Ms. Mary Igo. The Bluefield Campus had 85 children to attend Kids College in this area.

Chairman Knight asked Ms. Johnson if the budget has been submitted and approved at the state level. Ms. Johnson stated that she presented the budget to the board at the last meeting. She said that the Board may have to call a special session on the facility bond project proposal in the next couple of weeks. This would require the NRCTC Board approval. Ms. Johnson stated that this meeting could be held by conference call as long as the information was sent to the Members prior to the meeting. Ms. Johnson stated she would check on this and notice everyone what needed to be done. She would also find out if this had to be approved by the Board for sure.

Mr. David Nalker made the motion to adjourn the meeting; Ms. Vickie Nutter seconded the motion. No discussion occurred on the motion, it carried unanimously. The meeting adjourned at 9:48 pm.

The next Board of Governors meeting is scheduled for Friday, September 15, 2006 at 7:00 pm at the Hampton Inn in Beckley.

Respectfully Submitted,

Lori Midkiff