



NEW RIVER COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS

**Minutes, Regular Board Meeting**

**Location:** Hampton Inn, Beckley, WV

**Date/Time:** September 15, 2006; 6:45 p.m.

<b>Members Present</b>	<b>Capacity</b>	<b>Guests/Presenters</b>	<b>Affiliation</b>
1. Edward D. Knight III	Chair	Lori Midkiff	NRCTC
2. Leslie Baker	Member	Elizabeth Belcher	NRCTC
3. Robert Farley	Member	Sheila Johnson	NRCTC/BSC
4. Donretta Jo Marcy	Member-Student	Libby Rogers	NRCTC
5. Vickie Nutter	Member	Greg Shrewsbury	NRCTC
6. Kay Carpenter	Member	Ted Spring	NRCTC
7. Marilyn Leftwich	Member	Michael Palm	NRCTC
8. Terri Baker	Member-Staff	Carolyn Browning	NRCTC
		Roger Griffith	NRCTC

**Members Absent**

Gerald Hough	Member-Faculty
David Nalker	Member
William Sherwood	Member

The meeting was called to order at 7:24 p.m. by Edward D. Knight III, Chairman.

Chairman Knight called to approve the minutes of August 3, 2006. Ms. Kay Carpenter moved to approve the minutes as presented. Ms. Vicki Nutter seconded the motion. There was no further discussion and the motion carried unanimously.

**Chairman's Report:** No Report.

Ms. Leslie Baker inquired about the Presidential evaluation. Ms. Sheila Johnson said the board is to evaluate the President annually. Chairman Knight said that the Board would complete an evaluation of the President on an annual basis and that evaluation would be available for the required, 5-year official evaluation performed by the board.

**Executive Session:** Chairman Knight asked for a motion to enter into Executive Session. Mr. Farley made a motion for the Board to enter into Executive Session. Ms. Marilyn Leftwich seconded the motion. The Board entered into Executive Session at 7:30 pm.

The Board meeting resumed at 8:26 pm.

**Financial Report:** Ms. Shelia Johnson reported that her office had completed preliminary work and control testing for the upcoming audit. They have a review for the financial aid procedures. The auditors recommended we have additional documentation from the students. The auditors spent five days on campus and requested 120 items to review. They are anticipating one audit finding concerning withdrawals. There is a 30-day timeframe where funds have to be deposited into an account. Four students out of 100 were outside this timeframe. Ms. Johnson anticipates the financial auditors will be on campus for several weeks more. Ms. Johnson stated that her office is close to having the NRCTC financial statements completed. The final report is due October 16.

Ms. Johnson reported that the Greenbrier Community College Foundation is considered to be affiliated with the NRCTC soon-to-be-created Foundation. If the GCC Foundation's net assets are 5% more than our budget their financial statements must be included in our final report.

Ms. Johnson reviewed the 2006 financial statement with the Board. She reported that we have received 20% state appropriations for the first quarter. All of the bond funds have been requested and the last payment will be sent to Charleston soon. Ms. Johnson also reported that the college has not received the entire amount for WV Rehabilitation and she is working with the commission to receive these funds.

Ms. Nutter moved to approve the financial statement as presented. Mr. Farley seconded the motion. There was no further discussion and the motion carried unanimously.

The Board Members adjourned for a short break at 8:35 pm. The meeting resumed at 8:43 pm.

**Unfinished Business:** Ms. Belcher distributed Policy B.800: Policy on Tuition Refunds or Credits for Students Call to Active Military Service. This policy was left out of the packet mailed to the Board members. Ms. Belcher asked to remove Policy B.200, Scheduling Guidelines for Off-Campus Sites for further review. Policy No. 38, Performance Evaluation: Classified and Non-Classified Employees, Section 2.2, should read "three-and-six month evaluations." Policy B.400, Program Reduction, Suspension or Elimination, Section 2.01, was questioned by a faculty member if this was the same for the committee. It was the same. For Section 4.03 the HEPC HR Office does not do this any longer and it should be removed. Section 6.02, the Grievance Statute is changed to ten days. Our Policy currently says 30 days. Everyone agreed it should be ten days.

Ms. Nutter moved to approve the policies as presented. Ms. Leftwich seconded the motion. There was no further discussion and the motion carried unanimously. Ms. Belcher stated that once all policies are approved, the college will begin a review of all policies to ensure consistency in style of presentation and applicability to us and the Community College System.

**New Business** Mr. Farley presented a resolution concerning salary adjustments for faculty and staff of the college. The faculty will receive a \$1,000 across the board increase, and equity adjustments totaling \$28,016. Classified staff will receive a funding increase of 63.42% of the classified staff's current salary gap of the Mercer scale. Non-classified staff will receive a \$1,000 across the board increase and equity adjustments totaling \$40,048. Ms. Donretta Jo Marcy motioned to get a copy of the resolution that Mr. Farley reviewed. Ms. Carpenter recommended to the board, pending approval of the WVCCTCE, they increase Dr. Spring's salary from \$120,000 to \$126,000 per year. Ms. Marcy seconded the motion. There was no further discussion and the motion carried unanimously.

Ms. Carpenter asked that a review of Dr. Spring's contract be an agenda item for the next board meeting. Dr. Spring thanked the Board members. Ms. Carpenter thanked the staff for all of their hard work to guide the college. Chairman Knight added that it was important to bring the college staff salaries up to the level with the rest of the state. Ms. Carpenter also thanked Ms. Johnson for providing the Board members with the information they needed to make this decision.

**Kids Kollege:** Mr. Shrewsberry stated that Ms. Mary Igo and Ms. Rita Holcomb would attend a future meeting to discuss the Kids Kollege.

**President's Report:** Dr. Spring distributed his report to the Board members. He announced that we have selected a new marketing group Image Associates (Charleston) for the college

and they have prepared an annual report. Ms. Belcher worked with Image Associates to prepare this report. The report provides a warm, friendly, and professional review of the college. Board members will have copies of the report to give to people in the community.

Dr. Spring told the Board there was an article in the newspaper stating enrollment is up by 75%. This is an error. Enrollment should be up once the high school, prison, and weekend class enrollments are counted.

Dr. Spring also distributed the organizational charts for review. He will be working with the faculty and staff on any changes and will present the charts at the meeting in November.

Dr. Spring reported that he and Ms. Belcher have been working on reviewing the Foundation bylaws. They will be distributed for review at a later date. It is the college's hope that the foundation would appoint an executive director to work with the college in the area of development. We will have more to report at the November meeting. Chairman Knight added that this would be a multi-regional foundation with a chapter at each campus. Each campus would keep the money they have raised with a portion being used for administrative expenses. He would like the development officer/executive director appointed soon.

Dr. Spring reported that the college is looking at the Applied Card Systems building to share with Bluefield State College. All of the documents have been given to Ms. Johnson for her office to review. He received an email today stating that we could talk directly with the new owners of the building. We are trying to purchase furniture out of the ACS building as well.

The student center is almost completed. Julius Brown, Aubrey Houck, and Jim Hinkle have been doing the renovations. We will be having an open house as soon as the renovations are completed. There is some office space above the Student Center that has become available. This will be the central office for the administrative staff and we will be moving soon. Dr. Spring expressed that he is looking forward to working with Dr. Blanks on the Beckley campus and hopes to strengthen instruction articulation agreements between BSC and NRCTC. In addition, next Tuesday the NRCTC President's staff will meet with the BSC President's Staff for the first time.

Dr. Spring reported that he has been working on filling the vacancy left by Mr. Blake. He has been working with Ms. Leslie Baker to find some candidates. Chairman Knight stated that Mr. Blake should be listed in the annual report.

Dr. Spring met with Father Acker and asked for advertisement materials for the Beckley Higher Education Center to promote enrollment. Dr. Spring distributed a rendering of the building to the Board members. Dr. Spring will meet with the Chancellor to finalize programs that will be offered at the new site. NRCTC will have 570 square feet for office space. There are a lot of details that need to be worked out. Mr. Farley asked who New River would have over there. Dr. Spring said that we would be putting a counselor to support the students in the facility.

Dr. Spring asked the Board to complete an evaluation of the retreat. This will also help with accreditation.

**Marketing Plan:** Ms. Belcher reported on the marketing efforts to increase enrollment and promote the college.

**Accreditation Report:** Ms. Rogers reported that Ms. Libby Belcher has volunteered to develop the resource room for accreditation. She reminded the Board that the Results Day will be Friday, September 22 and invited the Board to participate.

**Student Services Report:** Dean Michael Palm will spend the next several weeks working on recruiting. He will have a report on these activities for the next meeting.

**Greenbrier Valley Campus Report:** Mr. Roger Griffith reported that they are running a fall Emerging Scholars program on the Greenbrier Valley Campus, increasing the overall enrollment figures. Secondly, the staff added digital projectors in all of the classrooms and five of those have surround sound. Thanks should go to David Thompson, Robert Davis and Steve Butler for installing the equipment.

**Bluefield Campus Report:** No Report.

**Nicholas County Campus Report:** No Report.

**Workforce Development:** Mr. Greg Shrewsbury reported that he started a training project for CBS 59 for their sales employees. Next week he will work on a customized training proposal for the Bluefield Beverage. Lastly, he will be working with a group of employers in Ms. Vicki Nutter's area concerning a CDL program.

Ms. Leslie Baker asked if we had a lot of enrollment for the weekend classes. Dr. Spring said that they had some students but such programs take time to develop.

Ms. Terri Baker made the motion to adjourn the meeting; Ms. Kay Carpenter seconded the motion. No discussion occurred on the motion, it carried unanimously. The meeting adjourned at 9:43 pm.

The next Board of Governors meeting is scheduled for Thursday, November 9 on the Greenbrier Valley Campus of New River Community and Technical College.

Respectfully Submitted,

Lori Midkiff