

**New River Community College Board
(Region 10)
Meeting Number Three Hundred Thirty-Nine**

MINUTES

March 5, 2018

Meeting number three hundred thirty-nine of the New River Community College Board was held on Monday, March 5, 2018, in Godbey Hall on the NRCC campus.

BOARD MEMBERS PRESENT

Dr. Jack Brockway (Radford City)
Mr. Richard Chidester (Giles County)
Mr. Steven Harvey (Radford City)
Mr. Steven Kaylor (Floyd County)
Mr. Walter (Benny) Keister (Pulaski County)
Mr. Brian Kitts (Montgomery County)
Mr. James Loux (Pulaski County)
Dr. Douglas Martin (Giles County)
Mr. Lane Penn (Pulaski County)
Dr. Sue Thacker (Montgomery County)

BOARD MEMBERS ABSENT

Mr. Mike Patton (Floyd County)
Dr. Sharon Scott (Montgomery County)

STAFF MEMBERS PRESENT

Ms. Harriet Anderson, Adjunct Instructor Biology
Mrs. Melissa Anderson, Director of Human Resources and Business Operations
Dr. Peter Anderson, Interim Vice President for Instruction and Student Services
Mrs. Debbie Bond, Interim Dean of Business and Technologies
Ms. Angie Covey, Executive Director NRCC Educational Foundation
Ms. Megan Doney, Professor English
Mr. Ted Farmer, Associate Professor History
Dr. Patricia B. Huber, President
Dr. Deborah Kennedy, Dean of Student Services
Mr. Tony Nicolo, Director of Facilities Services
Mrs. Kathy Ridpath, Administrative Assistant, President's Office
Dr. Mark Rowh, Vice President for Workforce Development and External Relations
Dr. Fritz M. Streff, Director of Institutional Effectiveness and Research
Mrs. Sarah Tolbert-Hurysz, Interim Dean of Arts and Sciences
Mrs. Jill Williams, Director of Accountability in Student Learning Program
Mr. Ray Williams, Connection Specialist
Mr. John L. Van Hemert, Vice President for Finance and Technology

AGENDA ITEMS

1. Call to Order

Mr. Steven Harvey, Chair, called the meeting to order at 7:00 p.m. A quorum was present and due notice had been mailed and published.

2. Welcome and Introductions

Mr. Harvey welcomed everyone in attendance.

3. Agenda for Approval

The agenda was approved as distributed.

4. Minutes for Approval

The minutes of meeting number three hundred thirty-eight, held on Monday, December 11, 2017, were approved as distributed.

5. President's Report

Dr. Huber informed the Board that NRCC will host the annual high school Career Day on Tuesday, March 6. Approximately 1100 tenth grade students will be on campus for introductions to various career options. The area school superintendents, CTE Directors and Directors of Instruction will be attending a lunch meeting with Dr. Huber and other staff members on that day. Mr. Harvey, who will be a Career Day presenter, will also attend.

Dr. Huber reported on upcoming graduation events. The Nursing Pinning and Graduation Ceremony will be held on Wednesday, May 9. The Commencement Ceremony will be held on Friday, May 11. She stated that Mrs. Ridpath would follow up with more information as the dates get closer.

Dr. Huber briefly discussed the Quality Enhancement Plan (QEP), a carefully designed focused course of action related to enhancing student learning and improving the institution. The QEP was built on the college's Student Success initiatives. There has been ongoing work in improving student success through initiatives such as Accountability in Student Learning Program (ASLP), Intentional Engagement, Early Alert System, Connection Specialists, CLAS (Connecting Learning Assets and Students), Guided Pathways, and others. She stated that Mrs. Jill Williams was the main writer for the QEP. A significant component has been added to the plan – the First-Semester Seminar experience.

Mrs. Williams discussed the QEP – “Navigate the River – the first semester experience. The goals of the plan are to improve student outcomes through goal setting/tracking and community building in the student's first semester. The components include a pre-orientation online module (interactive video), in-person orientation, open-house kick off, and a first-semester seminar. The first-semester seminar will combine common first semester courses into a four to nine credit combined seminar. The seminar will allow students to be a part of a cohort that transitions to college, learns subject matter, and supports each other through the first semester. The college is on track to offer three pilot seminars

during the upcoming fall semester. The pilot seminar for CTE programs will combine:

- ETR 113 (D.C. and A.C. Fundamentals)
- SDV 100 (College Success Skills)

The pilot transfer seminar includes the following courses:

- History 121
- English 111
- SDV 100 (College Success Skills)

The transfer students who are in the pilot seminar will have an option between in-person and hybrid classes. Two instructor teams have been planning the seminars. Mrs. Williams introduced three faculty members, Mr. Ted Farmer, Mr. Ray Williams and Ms. Megan Doney, one of the instructor teams. Each instructor discussed the components of his/her respective courses that will be taught in the first-semester seminar. Anticipated outcomes of the team approach include:

- Set high expectations for learning
- Emphasize goal-setting/tracking
- Promote community building

The board participated in an exercise included in the transfer first-semester seminar – “What does it mean to be an American” and discussion was held.

Mrs. Williams circulated a draft copy of the new student planner. The finalized version will be distributed to each student at orientation. She commented that this would enhance the goal setting and goal-tracking component of the QEP. She asked the Board for input on the planner (items that should be included).

6. Instruction and Student Services

Dr. Peter Anderson introduced Mrs. Sarah Tolbert-Hurysz, Interim Dean of Arts and Sciences.

Spring Semester Start-Up

Dr. Anderson stated the spring semester start-up has gone well and expressed appreciation to the faculty and staff for one of the best semester start-ups. On another note, Dr. Anderson reported that the college catalog is now completely online. This has been a collaborative effort of staff members.

Dr. Anderson briefly discussed some new implementations – Navigate, Ad Astra Platinum Analytics and a new learning management system that will replace Blackboard. Navigate will work collectively with CLAS. Ad Astra will assess student course needs (based on historical section offerings and student degree audit data) and recommend schedule changes to advance student program completion. More information will follow on the new learning management system that will be implemented by summer 2019.

Dr. Anderson informed the Board that the college is working on a partnership with Radford University to strengthen academic pathways for students between NRCC and RU. Discussion meetings were held that included both presidents. Part of the plan is to develop a shared website showing pathways from NRCC to RU. More information will be forthcoming.

7. Director of Institutional Effectiveness and Research

Enrollment

Dr. Fritz Streff reported on enrollment for the spring semester. Total headcount enrollment as of March 5, 2018, is 4,109, a decrease of 0.65 percent over the same relative date last spring. Total FTEs stand at 2,390, a decrease of 0.29 percent over the same relative date last spring. FTEs at the mall site show an increase of 5.92 percent. Distance Education shows a decrease of 2.8 percent in FTEs. Dual enrollment shows an increase of 9.93 percent. Dr. Streff stated there is a major increase in dual enrollment students who are returning (an increase of 11 percent). Relative to the VCCS, when discounting dual enrollment the college shows a decrease of 2.74 percent with the VCCS showing a decrease of 4.79 percent. A brief discussion was held on the relationship between enrollment and area unemployment.

8. Workforce Development and External Relations

SACSCOC Reaffirmation of Accreditation Update

Dr. Mark Rowh gave an update on the SACSCOC reaffirmation of accreditation process. The college hosted the SACSCOC on-site review team October 31 – November 2. The committee submitted a report with four recommendations. The college will respond to these recommendations by April 1. That information will be presented to the SACSCOC Board of Trustees for a decision on reaffirmation to be made in June. More information will be forthcoming.

Legislative Update

Dr. Rowh gave an update on the happenings of the General Assembly as pertained to the VCCS. For the past few weeks, the Chancellor has had weekly conference calls with the presidents keeping them updated on activities of the General Assembly. There is a push to attain additional funding for the Workforce Credentials Grant Program, now referred to as FastForward. The college has reached out to local legislators at the Chancellor's request. The Session is scheduled to end on March 10, but it could possibly be extended or adjourned and reconvened after a break. More information will be forthcoming.

Workforce Development Update

Dr. Rowh informed the Board of two staff members who joined the Workforce Development Office - Mr. Ross Matney, Workforce Training Coordinator and Mr. Barry Cox, Industry Training Coordinator. He reported that the office has administered over 500 WorkKeys tests in the last two months for Volvo, Inc. He expressed appreciation for his staff who work odd hours, including weekends, to make this happen.

9. Finance and Technology

Mr. Van Hemert referred the Board to Exhibit B, Tuition Revenue Deficit Reserve Fund Status. No questions were raised about the report.

Exhibit C, Local Funds Statement of Receipts and Disbursements, was distributed and reviewed. (See attached statement). No questions were raised.

Mr. Van Hemert presented four items for action.

- (1) Bookstore, Food Service, and Other Miscellaneous Income Budget for 2018-2019 (Exhibit D)
- (2) Local M & O Budget 2018-2019 (Exhibit E)
- (3) Student Activities Budget for 2018-2019 (Exhibit F): The sources of funds for the budget are local funds and student activities fees. The total budget request is \$100,000.

The Budget and Finance Committee met prior to the meeting. On behalf of the Committee, Dr. Sue Thacker recommended approval of the three items above. They received a motion and passed by unanimous vote.

- (4) Parking Lot Plan (Exhibit G): Mr. Van Hemert explained that the VCCS requires Board approval for the parking lot plan every two years. The Building and site Committee met prior to the meeting to discuss this plan. Mr. Lane Penn recommended approval of the plan as presented. It received a motion and passed by unanimous vote.

10. NRCC Educational Foundation

Ms. Covey gave an update on the ACCE (Access to Community College Education) program. There are currently 351 applications for the program in Montgomery County. Many of these students will be eligible for financial aid funding. The final report of the total cost should be in by April. Currently, 64 students have applied from Floyd County. Last year, the Tobacco Commission funded the ACCE program in Floyd County. At this point, the decision to fund this year has been tabled by the Commission. The Floyd County Board of Supervisors met and made the decision to fund the ACCE students for their second year. There are 51 applicants from Radford City for the fall semester and 77 from Giles County. She commented she has had conversations with the County Administrator on how to make the program work for Pulaski County. So far, \$125,000 has been pledged to support the program in Pulaski County. On a related note, Mr. Richard Chidester reported that two industries will be coming to Giles County. Both companies would like to partner with NRCC in terms of the electrical and welding programs. He commented that part of the reason he thinks they located in the area was due to the ACCE program and the ability to provide training for their workforce.

Ms. Covey informed the Board that Eddie and Kathy Hale are NRCC's 2018 Philanthropists of the Year. Mr. and Mrs. Hale have contributed significantly to aid students with scholarships. Mr. Hale currently serves on the NRCC Educational Foundation Board. The VCCS will recognize them at an event in Richmond in April.

Ms. Covey reported on upcoming events. On April 13, Dailey and Vincent with Jimmy Fortune will be in concert at the Dublin campus. There will be a reserved seating section available. She invited the Board to attend as Dr. Huber's guests. She commented that 650 tickets have been sold since going on sale this morning. On another note, she informed the board that the

Presidential Inauguration for Dr. Huber has been scheduled for September 14 at 11:00 a.m. A save-the-date card will be mailed soon.

11. NRCC Board Terms of Appointment

Referring to the chart of appointments, Mr. Harvey encouraged members to make note of upcoming expiration of terms and act accordingly.

12. Evaluation of the President

The Personnel Committee of the Board normally assumes the role of preparing an evaluation of the president. With the Board's concurrence, the committee will begin working on the evaluation using report information provided by Dr. Huber and her staff, including a report of goals/achievements and evaluations completed by college employees.

13. Appointment of Nominations Committee

Mr. Harvey appointed Mr. Steven Kaylor and Mr. Brian Kitts to the Nominations Committee for 2018-19. The committee will need to present a slate of officers (Chair and Vice Chair) at the June meeting of the NRCC Board.

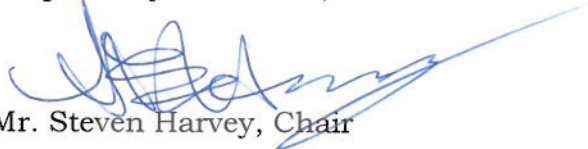
14. Open Discussion/Q&A Session

Mr. Loux stated he was impressed with the Quality Enhancement Plan and gave appreciation for all involved.

Mr. Loux opened the floor for questions or comments. There was no discussion.

The next regular meeting of the New River Community College Board is scheduled for **Monday, June 4, 2018**, at the Mall site. There being no further business, the meeting was adjourned at 8:25 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Steven Harvey", with a long horizontal flourish extending to the right.

Mr. Steven Harvey, Chair

A handwritten signature in black ink, appearing to read "Pat Huber", with a large circular flourish at the end.

Dr. Pat Huber, Secretary

Attachments