

New River Community College Board  
(Region 10)  
Meeting Number Three Hundred Forty-Two

MINUTES

December 3, 2018

Meeting number three hundred forty-two of the New River Community College Board was held on Monday, December 3, 2018, in Edwards Hall on the NRCC campus.

BOARD MEMBERS PRESENT

Mr. Richard Chidester (Giles County)  
Mr. Steven Harvey (City of Radford)  
Mr. Steven Kaylor (Floyd County) and Mrs. Nancy Kaylor  
Mr. Benny Keister (Pulaski County) and Ms. Harriet Anderson  
Mr. Brian Kitts (Montgomery County)  
Ms. Jessica Littlejohn (Montgomery County)  
Mr. James Loux (Pulaski County)  
Mr. Michael Patton (Floyd County)  
Dr. Sharon Scott (Montgomery County)  
Mr. Jonathan Sweet (Pulaski County) and Mrs. Natalie Sweet  
Mr. James Wheeler (Giles County) and Mrs. Sue Wheeler

BOARD MEMBER ABSENT

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STAFF MEMBERS PRESENT

Ms. Melissa Anderson, Director of Human Resources and Business Operations  
Dr. Peter Anderson, Vice President for Instruction and Student Services  
Mrs. Debra Bond, Dean of Business and Technologies  
Mrs. Amber Clark, Faculty Assembly Chair, and Mr. Brian Clark  
Ms. Angela Covey, Executive Director of NRCC Educational Foundation  
Dr. Patricia B. Huber, President, and Mr. Peter Huber  
Dr. Deborah Kennedy, Dean of Student Services  
Mr. Tony Nicolo, Director of Facilities Services, and Mrs. Dana Nicolo  
Mrs. Kathy T. Ridpath, Administrative Assistant for the President's Office  
Dr. Mark C. Rowh, Vice President for Workforce Development and External Relations  
Dr. Fritz M. Streff, Director of Institutional Effectiveness and Research, and Mrs. Fran Streff  
Mrs. Sarah Tolbert-Hurysz, Dean of Arts and Sciences  
Mr. John L. Van Hemert, Vice President for Finance and Technology, and Mrs. Iva Jean Van Hemert

SPECIAL GUESTS

Mr. Ed Lawhorn – NRCC Educational Foundation Board Chair, and Mrs. Karen Lawhorn  
Ms. Mia Copeland – NRCC 2018 Retiree  
Mrs. Rebecca Ridpath – NRCC 2018 Retiree and Mr. David Ridpath  
Mrs. Patricia Ryan – NRCC 2018 Retiree and Mr. Dave Ryan  
Mrs. Joyce Taylor – NRCC 2018 Retiree and Mr. John Taylor  
Ms. Robin Troxel – NRCC 2018 Retiree

## AGENDA ITEMS

### **1. Call to Order**

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

### **2. Welcome and Introductions**

Mr. Harvey welcomed Mr. Ed Lawhorn, Foundation Board Chair, Mrs. Amber Clark, Faculty Assembly Chair, the NRCC 2018 retirees and everyone else attending.

### **3. Agenda for Approval**

The agenda was approved, by consensus, as distributed.

### **4. Minutes for Approval**

The minutes of meeting number three hundred forty-one, held on Monday, September 10, 2018, were approved as distributed.

### **5. President's Report**

Dr. Huber informed the Board of an email received by Dr. Sharon Morrissey, Vice Chancellor for Academic Services and Research, which provided an update on dual enrollment. The email read, "This is an update to let you know that the State Board for community colleges did not take action on a dual enrollment uniform tuition rate. In his report to the Board, Chancellor DuBois stated that while there have been many meetings, the workgroup has been unable to reach a consensus. The Deputy Secretary of Education is working with Ellen Davenport to draft budget language that would direct VCCS, VDOE, and VASS to work together to reach consensus over the next year. The workgroup has agreed that when an agreement on a tuition rate is reached, we will work together to seek funding for students from disadvantaged populations. So there is no uniform tuition rate for fall 2019, your colleges should continue to work with school divisions through the dual enrollment contract." Dr. Huber stated that she has shared the information with the public school superintendents and would continue to keep the Board informed.

Dr. Glenn DuBois, VCCS Chancellor, and the State Board Chair visited the college on October 16. Also attending with them were two State Board members and two VCCS Vice Chancellors. They met with a large group of faculty and staff to discuss student success. They also visited classrooms and labs and had the opportunity to see demonstrations and talk to students. On November 19, the Chancellor and other guests also visited the mall site. The purpose of the visit was to show what the mall site is doing in terms of efficiency and effectiveness, particularly for Student Services functions. She commented that both were good visits.

Dr. Huber reported that the college participated in a process mapping exercise on October 16-18 with auditors from the VCCS. This exercise was not an audit. This was an exercise to direct the college in identifying opportunities for improvements with college processes

to create greater student success. She commented that good follow-up substantive work is being done since the completion of the exercise.

## **6. Enrollment**

Dr. Streff reported on enrollment for the fall 2018 semester. At present the overall FTEs show a decrease of 3.17 percent over the same time period last fall. After discounting dual enrollment, the headcount enrollment shows a decrease of 4.7 percent. The VCCS as a whole shows a decrease of 3.3 percent. The enrollment for the spring 2018 semester shows a decrease of 6.2 percent over this same time period last year. When dual enrollment is discounted, FTEs show a decrease of 9.49 percent. The VCCS as a whole shows a decrease of 4.84 percent. Dr. Streff briefly discussed the relationship between enrollment and area unemployment. No questions were posed about the report.

## **7. Instruction and Student Services Report**

### New and Revised Programs

After a discussion of the process of curriculum changes, Dr. Anderson reported that the Curriculum and Instruction Committee met earlier in the evening to discuss the revisions for 2019-2020. He referred to the summary and curriculum track sheets that outline the proposed changes included in the packet previously disseminated. On behalf of the committee, Mr. Benny Keister recommended approval of the changes as presented. The motion carried by unanimous vote.

## **8. Finance and Technology Report**

### Local M&O Budget, 2019-2020

Mr. Van Hemert referred to Exhibit C of the agenda packet, Local M&O Budget for 2019-2020. He informed the Board that the Budget and Finance Committee met earlier in the evening to review the proposed budget and explained that when the participation formula is applied, the amounts requested from the jurisdictions fluctuate with the population in each jurisdiction, the total property values in each jurisdiction, but mostly enrollment of students from each jurisdiction. The total budget request is \$82,105. On behalf of the Budget and Finance Committee, Ms. Jessica Littlejohn recommended approval of the Local M&O budget as presented. The motion carried by unanimous vote.

### Local M&O Budget Date Change

Mr. Van Hemert explained that the Local M&O budget has routinely been recommended for action at the December meeting each year. After this fiscal year, he requested this budget be moved for approval at the September meeting each year thereafter. He explained that these budgets are due to the localities at the end of December annually. If, by chance, a December meeting is canceled for any reason that leaves no time for the Board to take action before the deadline. He stated that the Budget and Finance Committee met earlier in the evening. On behalf of the Budget and Finance Committee, Ms. Littlejohn recommended approval of the date change. The motion carried by unanimous vote.

## Emergency Response Locking System Funding Request

Mr. Van Hemert informed the Board that the college has been working on purchasing an emergency response locking system for the last 18 months. The system would allow the college to lock down the entire college with a press of a button. Currently, the college would need to have all doors locked manually which would take a long time. The total cost for the locking system is approximately \$350,000. The college is requesting that local funds from the Tuition Revenue Deficit Reserve Fund be used for funding this expenditure. The Budget and Finance Committee met earlier in the evening, and on behalf of the committee, Ms. Littlejohn recommended approval of the proposal as presented. The motion carried by unanimous vote.

### 9. **Recognitions**

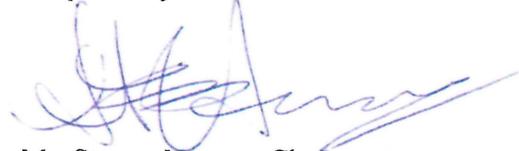
#### 2018 Retirees

Ten college employees retired in 2018: Ms. Mia Copeland, Mrs. Hilda Haga, Mrs. Rebecca Ridpath, Mrs. Harriette Roadman, Mrs. Patricia Ryan, Dr. Janice Shelton, Mrs. Naydine Shenk, Mrs. Joyce Taylor, Mr. Samuel Thomason and Ms. Robin Troxel. Mr. Harvey and members of the Board presented resolutions to the retirees attending. Mrs. Haga, Mrs. Roadman, Dr. Shelton, Mrs. Shenk and Mr. Thomason were unable to attend; therefore, another appropriate venue will be used to present their resolutions.

Dr. Huber expressed gratitude to the Board for their support of the college mission and presented them with gifts of appreciation.

There being no further business, the meeting was adjourned at 8:30 p.m. The next regular meeting of the New River Community College Board is scheduled for Monday, March 4, 2019, at NRCC in Dublin.

Respectfully submitted,



Mr. Steven Harvey, Chair



Dr. Patricia B. Huber, Secretary