

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

MINUTES

March 4, 2019

Meeting number three hundred forty-three of the New River Community College Board was held on Monday, March 4, 2019, in Godbey Hall on the NRCC campus.

BOARD MEMBERS PRESENT

Mr. Onassis Burress (Radford City)
Mr. Richard Chidester (Giles County)
Mr. Steven Harvey (Radford City)
Mr. Walter (Benny) Keister (Pulaski County)
Mr. Brian Kitts (Montgomery County)
Ms. Jessica Littlejohn (Montgomery County)
Mr. Mike Patton (Floyd County)

BOARD MEMBERS ABSENT

Mr. Steven Kaylor (Floyd County)
Mr. James Loux (Pulaski County)
Dr. Sharon Scott (Montgomery County)
Mr. Jonathon Sweet (Pulaski County)
Mr. James Wheeler (Giles County)

STAFF MEMBERS PRESENT

Ms. Melissa Anderson, Director of Human Resources and Business Operations
Ms. Debbie Bond, Dean of Business and Technologies
Mr. Brian Clark, Assistant Professor
Ms. Angie F. Covey, Executive Director NRCC Educational Foundation
Dr. Patricia B. Huber, President
Mr. Tony Nicolo, Director of Facilities Services
Mrs. Kathy T. Ridpath, Administrative Assistant, 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
Ms. Sarah Tolbert-Hurysz, Dean of Arts and Sciences
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 forty-two, held on Monday, December 3, 2018, were approved as distributed.

5. President's Report

Dr. Huber congratulated Mr. Brian Kitts on his new position as Director of Student Services and School Safety for Montgomery County Public Schools effective July 1.

Dr. Huber discussed the decline in the enrollment for the spring semester. She stated that the unemployment rate and good economy are possible reasons for the decline. The college is taking a more comprehensive approach to enrollment which include:

- “Tapping out” of recent high school graduates – highest percentage of enrollees
- Looking at adult population (which has the largest decline of enrollees)
- Target programs and special marketing
- Developing a plan for reorganizing Student Services
- Will offer some alternate scheduling options (seven-week and ten-week options in addition to the 14-week option)

Dr. Huber stated that updates will be forthcoming. On a related note, she informed the Board that NRCC's enrollment yield is the highest of the 23 VCCS colleges.

Dr. Huber asked Sarah Tolbert-Hurysz to introduce the program and speaker who will provide information on the technology available for “online learning” for both face-to-face and distance education classes.

6. Instruction and Student Services

Ms. Sarah Tolbert-Hurysz informed the Board that the VCCS ended the contract with Blackboard learning management system. Beginning this summer, the college will use Canvas. She introduced Mr. Brian Clark, Assistant Professor in the Division of Arts and Sciences, one of the five faculty members who have been piloting Canvas.

Mr. Brian Clark presented information on Canvas. Canvas is an easy-to-use, cloud-based learning management system that connects all the digital tools and resources teachers use into one simple place. It is used for online instruction delivery and as a supplement to the face-to-face classes. It combines the dynamic, spontaneous, connectedness of a face-to-face classroom with the stream-lined, data rich, and insightfulness of an online course. He commented that when evaluating the different learning systems, Canvas won time and time again. Dr. Huber stated that all faculty are required to post course plans in Canvas. No questions were posed about the new system.

7. Enrollment

Dr. Streff reported on enrollment for the spring semester. The enrollment as of March 4 shows a decrease of 8.42 percent in FTEs over the same relative date last spring. Enrollment in Distance Education shows a decrease of 3.4 percent. Dual enrollment shows a decrease of 11.2 percent. The college is behind in enrollment relative to the VCCS, but ahead of the System in the three-year moving average. He commented that the best predictor of enrollment is the unemployment rate. At this time, the unemployment rate is 2.9 percent. He reported that enrollment for the summer semester shows an increase of 17 percent over the same relative date last year.

Dr. Streff demonstrated the Analysis ToolPak, a set of add-ins offered in Excel. These add-ins allow the user to perform different types of data analysis in Excel. He demonstrated the geographic information systems data for enrolled students and led a discussion on the data shown. Dr. Huber commented this information becomes part of the enrollment management plan discussed in her report. This type of data allows for good data-driven decisions.

8. Workforce Development and External Relations

General Assembly Update

Dr. Rowh provided a summary report of budget-related actions taken by the General Assembly in the 2019 session. Additional funds are being offered to the VCCS to prevent the need to raise tuition (\$8.5 million with an additional \$1.5 million). The State Board will decide on whether tuition will be raised for the next fiscal year. There was also a greater than 40 percent increase in funding for workforce training which amounts to \$13.5 million.

Updated FOIA

Dr. Rowh referred to Exhibit B – a Freedom of Information Act (FOIA) document that was included in the packet. He briefly discussed the document and asked all members to review.

Economic Development Updates

Dr. Rowh provided an update on recent economic development happenings which include:

- The Pulaski County Board of Supervisors and NRCC hosted an international industrial prospect that included two members from the Turkish Embassy on January 20.
- Onward NRV (formerly New River Valley Economic Development Alliance) will hold its quarterly meeting at NRCC on March 20. This event will feature Dr. Huber as the speaker and faculty and staff will provide campus tours of various programs for those attending.
- Another prospect visit and tour will occur on Sunday, March 24.

Workforce Development Update

Dr. Rowh provided a report of the happenings in Workforce Development. He stated the department has tripled the enrollment in FastForward programs from this point in time last year. He reported on the Medical Assisting program and gave examples of student success stories.

9. Finance and Technology

Mr. Van Hemert referred the Board to Exhibit C, Tuition Revenue Deficit Reserve Fund Status. Questions were posed and discussed.

Exhibit D, Local Funds Statement of Receipts and Disbursements, was distributed and reviewed. A suggestion was made to show interest rates on Schedule G of the exhibit. Interest rates will be shown henceforth.

Mr. Van Hemert presented three items for action. The Budget and Finance Committee met prior to the meeting.

- (1) Bookstore, Food Service, and Other Miscellaneous Income Budget for 2019-2020 (Exhibit E).
- (2) Local M & O Budget 2019-2020 (Exhibit F)
- (3) Student Activities Budget for 2019-2020 (Exhibit G): The sources of funds for the budget are local funds and student activities fees. The total budget request is \$100,000.

On behalf of the Committee, Mr. Onassis Burress recommended approval of the three items above. After a discussion of each, Exhibit E and Exhibit F were approved by unanimous vote. After a discussion of recreational activities, Exhibit G was approved by a vote of six to one.

10. NRCC Educational Foundation

Ms. Angie Covey discussed the ACCE (Access to Community College Education) program. She presented a video that was produced by JOVA Marketing to promote the ACCE program in the New River Valley. She stated that a second video will be produced soon. The Foundation is in the process of obtaining a sponsor to produce a video that would showcase the Instrumentation program. She stated that if successful, she hopes additional videos can be produced to support other programs in the future.

Ms. Covey reported on a recent fundraising event that was held at the Virginia Tech Athletics Center to support the Montgomery County ACCE program. This event was hosted by Mr. Whit Babcock, VT Athletics Director. She commented that the event was well attended. On a related note, the Montgomery County Race for ACCE will be held on April 6. She invited all to attend. More information will be forthcoming.

Ms. Covey reported on new scholarships and other funds received which include:

- Jack and Sandy Davis – endowment and it will support Montgomery County ACCE
- Jim and Margaret Shuler – endowed a scholarship
- Chadd Yeats – second endowment and it will support Montgomery County ACCE
- Second \$50,000 anonymous contribution to support the math department.

- The Virginia Tobacco Regional Revitalization Commission has given approval to submit a grant proposal for funds to support the Floyd County ACCE program for the third year. Ms. Covey stated the Foundation has a rainy day fund of \$100,000 that can be used to make up the difference of a possible shortfall from these funds.

Ms. Covey reported the Foundation's revenue and contributions for 2018 (12 month period) were \$1.6 million.

11. NRCC Board Terms of Appointment

Referring to the chart of appointments, Mr. Harvey encouraged members to make note of expiration of terms. No terms will expire this year; however, Mr. Steven Kaylor has resigned from the College Board citing personal reasons. The Floyd County Administrator has been notified.

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. Brian Kitts and Mr. Mike Patton to the Nominations Committee for 2019 - 2020. 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

In Mr. Jim Loux's absence, Mr. Harvey 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 3, 2019**, at the Mall site. There being no further business, the meeting was adjourned at 8:30 p.m.

Respectfully submitted,



Mr. Steven Harvey, Chair



Dr. Patricia B. Huber, Secretary

Attachments