

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

MINUTES

March 6, 2023

Meeting number three hundred fifty-eight of the New River Community College Board was held on Monday, March 6, 2023, at New River Community College, Dublin.

BOARD MEMBERS PRESENT

Mr. Christopher Calfee (Radford City)
Mr. Richard Chidester (Giles County)
Mr. Craig Chancellor (Floyd County)
Mr. William (Bill) Cunningham (Pulaski County)
Dr. Margaret (Peggy) Dewald-Link (Floyd County)
Ms. Jessica Littlejohn (Montgomery County)
Mr. Chris McKlarney (Giles County)
Mr. Eric Johnsen (Montgomery County)
Mr. Cameron Peel (Pulaski County)
Ms. Bobbie Potter (Montgomery County)

BOARD MEMBERS ABSENT

Ms. Tosha Mosier (Radford City)
Mr. Jonathan Sweet (Pulaski County)

STAFF MEMBERS PRESENT

Ms. Melissa Anderson, Director of Human Resources and Business Operations
Dr. Peter Anderson, Vice President for Instruction and Student Services
Ms. Angie Covey, Executive Director NRCC Educational Foundation
Dr. Patricia B. Huber, President
Dr. Deborah Kennedy, Dean of Student Services
Ms. Lori Mitchell, Dean of Business and Technologies
Mr. Ronnie Nichols, Facilities Services Manager
Mrs. Kathy Ridpath, Administrative Assistant, President's Office
Dr. Mark Rowh, Vice President for Workforce Development and External Relations
Dr. Fritz Streff, Director of Institutional Effectiveness and Research
Dr. Sarah Tolbert-Hurysz, Dean of Arts and Sciences
Mr. John Van Hemert, Vice President for Finance and Technology

AGENDA ITEMS

1. **Call to Order**

Mr. Bill Cunningham, 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. Cunningham welcomed everyone in attendance.

3. **Agenda for Approval**

Mr. Cunningham asked for a motion to approve the agenda.

Motion: A proper motion and second were given.

Action: The motion carried unanimously.

4. **Minutes for Approval**

The minutes of meeting number three hundred fifty-seven, held on Monday, December 12, 2022, were disseminated in the meeting packet. No questions were posed. Mr. Cunningham asked for a motion to approve the minutes.

Motion: Mr. Chris McKlarney made a motion to approve the minutes. Mr. Craig Chancellor seconded the motion.

Action: The motion was approved.

5. **President's Report**

Chancellor's Visits to Colleges

Dr. Huber informed the Board that Dr. David Doré, VCCS incoming chancellor, will hold a series of listening tours with all VCCS colleges and will visit NRCC on April 5. Dr. Doré has requested meetings with students, faculty/staff, community stakeholders, and members of the College and Foundation Boards. There will also be a time to "showcase" a partnership. Mr. Chris McKlarney has agreed to speak about the inception of the ACCE partnership as a workforce/economic development initiative and co-present with Ms. Angie Covey for this showcase. That portion of the visit is tentatively set for 10:45 for the community meeting. More details will be forthcoming.

Prior to Dr. Doré's visit, he is asking the presidents to forward a survey to faculty, staff, students and Boards. Dr. Huber asked the Board to be watching for an email from her that will include a link to the survey. The email is scheduled to be sent on March 13. Dr. Doré hopes to learn as much as possible about the colleges and their communities before he arrives for his visits. Dr. Huber stated that she, along with Mr. Cunningham, and Ms. Covey, met him recently at the VCCS Legislative Reception. Additionally, he held a zoom session with the presidents recently and may hold another before his visits begin. Mr. Dalrymple provide more information about the visits.

Southwest Virginia Governor's School Transition

Dr. Huber informed the Board that the Southwest Virginia Governor's School (SWVGS) will be transitioning to NRCC. SWVGS serves the counties that cover both the NRCC and Wytheville Community College service regions. She stated that the SWVGS Board was considering options for relocating from its present facility and toured all sites being considered. The options included:

- Co-locate at WCC and NRCC (using technology to join the classes)
- Relocate to WCC
- Relocate to NRCC
- Relocate to Radford University

The SWVGS Board met on February 15 and chose one campus site for relocation, that site being NRCC. The week following that meeting, the SWVGS director and her assistant, the school superintendents with supervisory and fiscal responsibilities for the Governor's School, and NRCC managers (IT, Facilities, academic, etc.) met to outline what needs to be done to ensure a seamless transition. Logistics include:

- Dr. Sarah Tolbert-Hurysz is the point person (lead coordinator) for NRCC and has been working with the director on schedules, rooms, and all other logistics.
- Classes will occur from 7:00 -11:00 a.m.
- The classes, labs, and offices will all be scheduled in Godbey Hall.
- Buses will unload at the circle in front of Godbey Hall and then park in the parking lot.

Dr. Huber stated the college looks forward to welcoming these students and faculty to campus. Questions were posed and discussed with Mr. Chris Calfee complimenting the college for welcoming this opportunity.

2022-2023 Institutional Priorities: Outcomes

Dr. Huber reported that each year the college sets institutional priorities that align with the VCCS strategic plan. The college is working on reporting the progress and outcomes for this year's priorities. Progress reports are due from managers on March 24, and those results will be forwarded to the Personnel Committee of the Board for use in the evaluation of the president. They will then be forwarded to the interim chancellor for her review.

Vice President for Finance and Administration

Dr. Huber reported that Mr. John Van Hemert is planning to retire with retirement date being September 1. The position has been advertised, and the closing date is March 29. Dr. Tolbert-Hurysz is chairing the screening and interview committee for this position. The college hopes to have the new hire in place by July 1.

Dr. Huber provided an update on plans for commencement ceremonies. She invited the Board to join in the academic procession and ceremony. Plans for ceremonies include:

- Friday, May 12
 - 4:00 p.m. – Arts and Sciences Division Graduation
 - 7:00 p.m. – Business and Technologies Division Graduation
- Monday, May 15
 - 6:00 p.m. – Associate Degree Nursing Pinning and Graduation (no procession)
- As plans are finalized, Ms. Ridpath will send detailed information.

6. Finance and Technology

Solar Project Update

Mr. Van Hemert gave an update on the solar project that was discussed in previous meetings. The college has recently received approval from both the Department of Environmental Quality and the Department of Historic Resources. The Division of Engineering and Building of Virginia has reported back with comments that need to be addressed. The engineer will send responses to all their comments. When all comments and questions are addressed adequately, the project will then go out for bid.

OSIG Audit Report

Mr. Van Hemert provided a report of the recent audit of the Office of the State Inspector General (OSIG). The purpose was to review the college's processes and procedures related to the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (Clery Act). NRCC had three findings. The findings and college response are listed below.

- USDOE data does not match Annual Security Report (ASR) data.
 - College response - the co-chairs of NRCC's Crisis Emergency Management Planning Team will review entries to ensure accuracy of data following entry by the Coordinator of Emergency Response and Campus Security.
- Daily crime log not updated properly.
 - College response – NRCC will seek guidance from the VCCS and peer institutions on the procedure to follow in determining if/when incident log items are considered crimes that should be logged in the crime log.
- The college was unable to provide evidence of evaluating the testing of their emergency plan.
 - College response - NRCC will update the Crisis Emergency Management Plan and document after-action reports for any future exercises.

Tuition Revenue Deficit Reserve Fund Status

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

2021-2022 Local Funds Statements of Receipts and Expenditures

Exhibit C, 2021-2022 Local Funds Statement of Receipts and Expenditures, was distributed and reviewed. No questions were posed.

Mr. Van Hemert presented two items for action. The Budget and Finance Committee of the Board met prior to the meeting to discuss these exhibits.

- (1) FY24 Local Funds Budget (Exhibit D) – Mr. Van Hemert stated the only difference in this budget compared to last year's budget is an item for Student Activities for \$18,000 (compared to last year of \$12,000). These funds will be used to purchase TimelyMD – 24/7 environmental health services for students.

On behalf of the Budget and Finance Committee, Mr. Chris McKlarney recommended approval of the local funds budget.

Action: The FY24 Local Funds Budget was approved by unanimous vote.

- (2) Student Activities Budget (Exhibit E): The sources of funds for the budget are local funds and student activities fees. The total budget request is \$106,000. Mr. Van Hemert explained that the reason for the \$6,000 increase was for Timely MD.

On behalf of the Budget and Finance Committee, Mr. Chris McKlarney recommended approval of the Students Activities Budget.

Action: The Student Activities Budget was approved by unanimous vote.

7. **Director of Institutional Effectiveness and Research**

Enrollment

Dr. Streff provided a report on enrollment for the spring and summer semesters. For the spring semester, there are currently 3,551 students enrolled, representing 1984.1 FTEs. That shows an increase of 1.6 percent in FTEs and an increase of 4.7 percent in headcount from this point in time last spring. Discounting dual enrollment, there is an increase of 4.1 percent in headcount and an increase of 4.3 percent in FTE. NRCC ranks sixth in the VCCS in terms of change in FTEs and twelfth overall in change from last year. At this point, the college's summer enrollment shows an increase of 1.3 percent in headcount (401 students) representing 163.6 FTE (11 percent increase in FTEs). Questions were posed and discussed about the enrollment.

8. **Instruction and Student Services**

Spring Semester

Dr. Peter Anderson provided an update on the spring semester. He introduced Ms. Lori Mitchell as Dean of Business and Technologies and recognized Dr. Tolbert-Hurysz for receiving her doctoral degree recently. On another note, he reported that Transfer Virginia work continues led by Dr. Tolbert-Hurysz as the college's representative. The college is continuing to implement the onboarding redesign plan.

Emergency Medical Services/Healthcare Industry Update

Dr. Anderson informed the Board that the EMS program is up and running with students enrolled. A local donor donated \$15,000 for students to be able to enroll in this new program. He reported that the college hopes to have the Advanced EMT and Paramedic programs in operation by fall 2024. These programs both require state accreditation as well as national accreditation for the Paramedic program; the college is already working on that. He reported that the college has advertised a vacancy announcement for Dean of Health Professions. Questions were posed and discussed. On a related note, Dr. Anderson reported that the college will host a Healthcare Summit to invite the college's healthcare partners to campus for a discussion about healthcare programs.

Financial Aid Audit

Dr. Anderson reported that the State Audit of Public Accounts conducted an audit of federal financial aid for our reaffirmation process. There were four reviewers for this three-month audit process for financial aid and business office policies and procedures. NRCC had four recommendations.

9. Workforce Development and External Relations

Legislative Update

Dr. Rowh provided a summary report of actions in the General Assembly in the 2023 session as they affect the VCCS. He noted that college leaders have visited local legislators on issues concerning support for the overall agenda of the VCCS. In addition to the personal visits, legislators have been contacted through emails and phone calls.

G3 Innovation Grant

Dr. Rowh reported that the college recently received a G3 Innovation Grant in the amount of \$250,000 from the VCCS through funds that were provided by the General Assembly. Those funds will be used to purchase equipment in the CTE program area.

Virginia Infrastructure Academy

Dr. Rowh provided a report on the Virginia Infrastructure Academy. This is a VCCS initiative to provide 35,000 qualified workers over the next five years to support the needs of infrastructure industries by providing short-term training and credentials. He reported that NRCC has recently received approval for a Solar Technician program and was previously approved for a Heavy Equipment Operator program that will begin this summer. Mr. Dalrymple added that state funding has been approved to allow high school seniors to take some infrastructure programs. On a related note, Dr. Rowh reported that FastForward program policy now allows high school seniors to participate in some of the FastForward programs. Questions were posed and discussed.

10. NRCC Educational Foundation

Scholarships Update

Ms. Covey reported that the 2022 year ended with total contributions for the Foundation of about \$2.4 million with \$1.25 million of that amount for endowed scholarships. Two of these endowed scholarships will benefit the Giles County ACCE program. On another note, she reported the ACCE application deadline was February 15, and the Foundation received 630 applications. March 15 is the deadline for these applicants to submit their FAFSA (Free Application for Federal Student Aid) applications. Award notifications will be sent out on April 1, and they will have until April 10 to notify their acceptance. Student Services staff and career coaches will be in the high schools this spring to assist students with registration of classes. Ms. Covey also reported that 141 applications for foundation endowed scholarships have been received. She is optimistic that all may be awarded. Changes that have been made to the scholarship application are: (1) no longer require reference letters and (2) no minimum requirement of credit load.

College Attainment for Parenting Students (CAPS) Grant

Ms. Covey informed the Board that the college was awarded the College Attainment for Parenting Students (CAPS) grant. The Virginia Foundation of Community Colleges created this scalable initiative for unemployed or underemployed parents to increase

their economic mobility by improving family wages, job placement, college enrollment, retention and degree completion.. The purpose of the grant is to help expand the talent pipeline and break the cycle of poverty for single parents. This grant will offset the cost of a staff person who will provide wrap-around services for these students. VCCS staff will be on campus for a meeting on March 10 to provide more information.

11. Evaluation of the President Information

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 institutional priorities outcomes and evaluations completed by college employees.

12. Appointment of the Nominations Committee

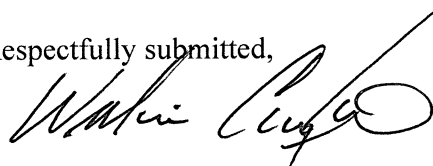
Mr. Cunningham appointed Mr. Chidester and Ms. Dewald-Link to the Nominations Committee for 2023-2024. The committee will need to present a slate of officers (Chair and Vice Chair) at the June meeting of the NRCC Board for the board's approval.

13. Open Discussion/Q&A Session (at Board discretion)

Mr. Dalrymple discussed the upcoming listening tour and the Chancellor's visit to the colleges. On another note, he provided further information on the Virginia Infrastructure Academy and Go Virginia.

The next regular meeting of the New River Community College Board is scheduled for Monday, June 5, 2023. The meeting will be held at NRCC, Christiansburg. There being no further business, the meeting was adjourned at 8:30 p.m.

Respectfully submitted,



Mr. Bill Cunningham, Chair



Dr. Patricia B. Huber, Secretary