

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

MINUTES

September 14, 2020

Meeting number three hundred forty-eight of the New River Community College Board was held on Monday, September 14, 2020 via Zoom videoconferencing.

BOARD MEMBERS PRESENT

Mr. Christopher Calfee (City of Radford)
Mr. Craig Chancellor (Floyd County)
Mr. Richard Chidester (Giles County)
Mr. William (Bill) Cunningham (Pulaski County)
Dr. Margaret (Peggy) Dewald-Link (Floyd County)
Mr. Steve Harvey (City of Radford)
Ms. Jessica Littlejohn (Montgomery County)
Mr. Cameron Peel (Pulaski County)
Mrs. Bobbie Potter (Montgomery County)
Dr. Sharon Scott (Montgomery County)
Mr. Jonathan Sweet (Pulaski County)
Mr. James Wheeler (Giles 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. Debbie Bond, Dean of Business and Technologies
Ms. Angie Covey, Executive Director NRCC Educational Foundation
Dr. Patricia Huber, President
Dr. Deborah Kennedy, Dean of Student Services
Mr. Ross Matney, Workforce Training Coordinator
Dr. Graham Mitchell, Faculty Assembly Chair
Mr. Ronnie Nichols, Director of Facilities Services
Mrs. Kathy Ridpath, Administrative Assistant President's Office
Dr. Mark Rowh, Vice President for Workforce Development and External Relations
Ms. Tammy Smith, Coordinator of Admissions and Records
Dr. Fritz Streff, Director of Institutional Effectiveness & Research
Mrs. Sarah Tolbert-Hurysz, Dean of Arts and Sciences
Mr. John Van Hemert, Vice President of Business and Technologies

AGENDA ITEMS

1. Call to Order

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

2. Welcome and Introductions

Mr. Harvey welcomed and introduced the newest Board members, Mr. Christopher Calfee (City of Radford), Mr. Craig Chancellor (Floyd County), Mr. William (Bill) Cunningham (Pulaski County), and Mr. Cameron Peel (Pulaski County).

3. Agenda for Approval

The agenda was approved via roll call as distributed.

4. Minutes for Approval

The minutes of meeting three hundred forty-seven, held on Monday, June 1, 2020, were approved via roll call as distributed.

5. President's Report

Reopening Plan

Dr. Huber provided a report of the college's reopening plan (Exhibit B). The plan was submitted to the State Council for Higher Education (SCHEV) for approval; the plan was approved. She commented that development of the plan was a college-wide effort. Questions were posed and discussed.

Fall Startup

Dr. Huber gave an update on the fall semester startup. All classes began remotely on August 24 (with the exception of some on-campus nursing clinical students) and remain predominantly online. On September 8, students in performance-based classes (CTE programs) reported to labs on campus in limited numbers. They followed appropriate guidelines regarding social distancing and face coverings. Labs and classrooms that are being used have been reconfigured for the allowable capacity for each room. The furniture in the hallways and student lounge was removed to discourage social gathering. The semester will end remotely with the last two weeks of classes (after Thanksgiving) totally online including exams. She commented that the college's motto for the fall semester is "teleworking and telelearning are the norm; working on campus is the exception." Offices remain closed at this point. She commented she is very impressed with faculty, staff, and students' adherence to guidelines.

Dr. Huber reported that the college is responding to COVID-19 situations. There have previously been exposures and infections of students and employees, but those had not been on campus during the time of exposure/infection. However, the college is now waiting final confirmation of the first confirmed case on campus. The college contacts for the Virginia Department of Health (VDH) are Ms. Melissa Anderson, Director of Human

Resources and Business Operations (employee contact) and Dr. Deborah Kennedy, Dean of Student Services (student contact). The Virginia Department of Emergency Management (VDEM) conducted a table-top exercise via Zoom for the college leadership team. The VDH also participated in the exercise. Dr. Huber commented that everything is not perfect; there are “bumps in the road” along the way, but the college addresses them. She added the college is working hard to create positive learning experiences for students and positive working environments for each other.

Institutional Priorities for 2020-2021

Dr. Huber referred to the Institutional Priorities for 2020-2021 (Exhibit C) that was previously disseminated. The VCCS established criteria from which colleges set the priorities; these priorities align with the college goals. The institutional priorities have been forwarded to the VCCS. The VCCS will measure the college’s progress in fulfilling these priorities. The results, along with other indicators, will be shared with the Personnel Committee of the local College Board and then with the full Board as part of the president’s evaluation process. This will then be shared with the Chancellor for the president’s evaluation.

Dr. Huber expressed gratitude to the Board for their support in teaching and learning at NRCC.

6. Instruction and Student Services

Dr. Peter Anderson stated he was impressed that students on campus are following the safety guidelines and protocols. He noted that all on-campus students have signed a student-use-of facilities agreement.

Dr. Anderson reported that he, along with faculty, are developing course schedules for the 2021 spring summer classes. When finalized, these schedules will be posted on the website for students to view. On another note, he reported that curriculum revisions will be presented to the Curriculum and Program Committee and to the full Board at the December meeting. He commented that the college is keeping the curriculum updated as needed.

7. Enrollment

Dr. Fritz Streff provided a report on enrollment. For the fall semester, enrollment shows a decrease of 6.36 percent in headcount, and a decrease of 3.7 percent in FTEs. Discounting dual enrollment, the total FTEs show a decrease of 7.84 percent over the same relative date last fall. There is a decrease of 5.2 percent in returning students and a decrease of 11.9 percent for first-term students. The VCCS shows a decrease of 7.28 percent in FTEs. Overall, the college enrollment is ahead of the VCCS as a whole on this particular day. NRCC is ranked eighth in the VCCS for FTE change and ranked fifteenth in FTEs, discounting dual enrollment. Questions were posed and a discussion was held on reasons for decreased enrollment.

8. Finance and Technology

Local Contributions to Local Budget, 2021-2022

Mr. John Van Hemert referred to Exhibit D, Local Contributions to Local Budget for

2021-2022. He 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 \$84,979. The budget was approved with a proper motion and second and carried by a unanimous roll call vote.

CEMP Plan

Mr. Van Hemert referred to Exhibit E, the Campus Emergency Management Plan (CEMP), that was previously disseminated. Legislation requires that agencies develop a CEMP plan and have it approved by the local governing board every four years. He informed the Board that he met with the Building and Sites Committee prior to the meeting to discuss the elements of the plan. On behalf of the Building and Sites Committee, Dr. Peggy Dewald-Link recommended approval of the CEMP plan as presented. The motion was properly seconded and carried by unanimous roll call vote.

Committee for NRCC Campus Buildings and Facilities Review of Names Recommendation

Mr. Van Hemert referred to Exhibit F, Committee for the NRCC Campus Buildings and Facilities Review of Names Recommendation. Dr. Rowh explained that the VCCS State Board issued a resolution asking the local advisory boards of each of the 23 colleges to review the appropriateness of names of college buildings and facilities. The college is required to report back to the VCCS with any changes or recommendations, if applicable. An ad hoc committee was formed and previously met to discuss this issue. There was representation from all localities in the service region. Documentation that included the list of names for review and background information was distributed to the committee members as well as to the College Board. The ad hoc committee reviewed the names as presented and found no issues with the current names of buildings and facilities for NRCC. Their recommendation to the Building and Sites Committee of the local College Board was that no changes be made. Mr. Van Hemert informed the Board that the Building and Sites Committee met prior to the meeting to discuss the recommendation of the ad hoc committee. On behalf of the Building and Sites Committee, Dr. Dewald-Link affirmed that the names of the college facilities are appropriate and no changes in existing names are needed. The motion received a proper second and was approved unanimously via roll call vote.

Mr. Harvey served on the ad hoc committee to review the names of the buildings and facilities. He reported that the committee discussed the possibility of considering Dr. Nathaniel L. Bishop as a possible naming opportunity for a building or facility in the future. No questions were posed on this suggestion.

Dr. Dewald-Link proposed adding photos and a brief description of all individuals who have buildings/facilities named after them to the wall near the Admissions Office. A suggestion was made to include this information at the primary entrance of the respective buildings/facilities. After a discussion, Dr. Huber suggested referring the proposal to the college's Campus Beautification Committee for development ideas and then return to the Building and Sites Committee for review. A motion for the proposal with these suggestions was made and properly seconded. It was unanimously approved with a roll call vote. The Beautification Committee will report to the Building and Sites Committee prior to the December meeting.

9. **Workforce Development and External Relations**

NRCC Mission Statement

Dr. Rowh referred to Exhibit G, NRCC Mission Statement. He informed the Board that the college's mission statement has not changed much over the years. He noted that the statement was important because it encapsulates what the college does; college goals are built around it as well. All goals established are tied to the mission statement. Every five years the mission statement is reviewed to ensure it is up to date. This is done for internal reasons as well as for accreditation purposes. He asked the Board to review and if they have questions or suggestions to please contact the college. The mission statement will be an action item for the December meeting.

NRCC Diversity Statement

Dr. Rowh referred to Exhibit H, NRCC Diversity Statement. He explained that the statement was devised a few years ago in response to comments from students at the time. He noted that no official process is required but he would like for the Board to review. He asked the Board to review and contact the college with questions or suggestions. The Diversity Statement will be an action item at the December meeting.

FastForward

Dr. Rowh provided an update on the FastForward program. Along with traditional academic programs, the college offers FastForward courses. These courses are designed to be completed on a short-term basis. At the end of the course the students are given the opportunity to obtain a nationally recognized credential. The General Assembly provided funding for this program two years ago. Because of this funding, students in the program benefit from significant cost reductions. Programs offered include courses in health areas and manufacturing and technology courses. The college has recently received approval for a Certified Production Technician program and a Heavy Equipment Operator program.

Marketing Efforts

Dr. Rowh provided a report of the college's marketing efforts. The college has a Recruitment and Marketing Taskforce who regularly meet to develop ways to market the college. He noted the college makes a comprehensive effort to market the college. Some of the recent marketing efforts include:

- Online marketing, targeting university students
- Television and radio ads
- News releases
- Social media

Questions were posed and discussed.

10. **NRCC Educational Foundation**

Ms. Angie Covey provided a report of the work the Foundation Office is doing to provide support for students in this difficult time. The Foundation has purchased loaner laptops for students. The Student Services staff are helping to disburse these laptops to students based on need. The Office has also provided hot spots for those in need of Internet access. The Office continues to support the college's food pantry. She noted that the Foundation just received a \$5,800 grant from Anthem to support the food pantry.

Ms. Covey reported that the annual Scholarship Brunch will not be held this year due to the pandemic. This annual event allows scholarship recipients the opportunity to meet with the donors that sponsored their respective scholarships. She stated that other creative avenues are being discussed to show appreciation to donors for their support such as “thank you” videos.

Ms. Covey informed the Board of an estate gift that was just received in the amount of approximately \$415,000. This gift resulted from a conversation that Dr. Rowh had with the donor family several years ago.

A discussion was held on the increase of online classes and its impact on students receiving federal financial aid and scholarships. The ACCE program requires students to take on-campus classes the first semester, but that requirement has been adapted and adjusted for online classes this semester. Dr. Kennedy noted that there are no limitations for online or in-person classes for students with federal financial aid. Mrs. Tammy Smith stated that there are restrictions on veterans’ funding. Some of the funding is based on whether the class was originally scheduled as an in-person class and then changed to online. In these cases, there is no problem with funding. She noted there have been no issues. Dr. Don Stowers, the college’s veterans’ officer, is working with veteran students to ensure their funding is appropriate.

11. Standing Committees for 2020-2021

The roster of Standing Committees for 2020-2021 was approved unanimously via roll call vote.

12. Open Discussion/Q&A Session

There were no further questions or discussions.

There being no further business, the meeting was adjourned at 8:25 p.m. The next regular meeting of the New River Community College Board is scheduled for **Monday, December 7, 2020**, at the Dublin campus. The meeting will be held via Zoom if the need arises.

Respectfully submitted,



Digitally signed by Steve
Harvey
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Mr. Steven Harvey, Chair



Dr. Patricia B. Huber, Secretary