

DRAFT

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

MINUTES

September 9, 2024

Meeting number three hundred sixty-five of the New River Community College Board was held on Monday, September 9, 2024, at New River Community College, Christiansburg site.

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Mr. Chris McKlarney (Giles County)

STAFF MEMBERS PRESENT

Ms. Melissa Anderson, Interim Vice President for Finance and Administrative Services
Ms. Angie Covey, Executive Director NRCC Educational Foundation
Dr. Patricia Huber, President
Mr. Tim Jones, Director of Information Technology and Facility Services
Ms. Kelly Kaiser, Public Relations Assistant
Dr. Deborah Kennedy, Dean of Student Services
Ms. Lori Mitchell, Dean of Business and Technologies
Mrs. Kathy Ridpath, Administrative Assistant President's Office
Ms. Jill Ross, Public Relations Specialist
Dr. Mark Rowh, Vice President for Workforce Development and External Relations
Ms. Alison Weston, Enrollment Management and Transfer Services Coordinator
Dr. Sarah Tolbert-Hurysz, Dean of Arts and Sciences
Ms. Helen Wolfe, Dean of Health Professions

AGENDA ITEMS

1. Call to Order

Mr. Bill Cunningham, 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. Cunningham welcomed the recently appointed board member from the City of Radford, Dr. Richard Harshberger. Dr. Harshberger addressed the board and staff.

3. Agenda for Approval

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

Motion: Mr. Jonathan Sweet made a motion to approve the meeting agenda. Mr. Cameron Peel seconded the motion.

Action: The motion carried unanimously.

4. Minutes for Approval

Mr. Cunningham asked for a motion to approve the minutes of meeting three hundred sixty-four, held on Monday, June 3, 2024.

Motion: Mr. Richard Chidester made a motion to approve the minutes. Mr. Craig Chancellor seconded the motion. Mr. Harshberger abstained.

Action: The motion carried unanimously.

5. VCCS Annual Meeting of the Boards/Chancellor's Retreat

Mr. Cunningham provided an overview of the VCCS Annual Chancellor's Planning Retreat he attended recently. He discussed two key aspects the Chancellor focused on during the retreat - a "culture of care" and "23 colleges – one system. "

6. President's Report

Dr. Huber welcomed Dr. Harshberger to the board.

Fall Semester Startup

Dr. Huber reported the fall semester startup has been successful. She commented some of the reasons for the successful startup included:

- Seven in-person orientation sessions were held.
 - Sessions focused on first-time, program-placed students
 - 458 students attended
 - Students who did not attend were asked to complete an online session.
- Two open houses were held prior to the start of the semester (184 students attended)
- Marketing campaign
- ACCE and scholarship recipients
- Solid "word-of-mouth" campaign
- Faculty preparation
- Customer service across all units of the college – "culture of care"

Staffing Updates

Dr. Huber provided an update on personnel changes, which included:

New Full-time Employees

- Shauna Crosscup – Associate Professor of Business Management
 - This hire created a vacancy for a Financial Aid Manager.
 - Kymn Brewer has been appointed as interim manager of Financial Aid.
- Lisa Dinkle – Library Services Coordinator
 - This hire replaces Sandy Smith, who retired at the end of the fiscal year.
- Terry Gallimore – Instructor of Automotive Technology
 - This hire filled a vacancy from retirement last year.
- Josh Taylor – Assistant Professor of Information Technology
 - This hire created a vacancy for IT Specialist in the IT department
- Nathan Jones – Information Technology Specialist II
 - This hire fills the vacancy created when Josh Taylor moved to a faculty position
- Licensed Professional Counselor
 - This will be an employee of the New River Valley Community Services Board and will be housed on campus to work with students.
 - Dr. Deborah Kennedy worked through a process (Memorandum of Understanding) with the Community Services Board
 - Dr. Kennedy is also working to provide a recovery coach to work with students in recovery from substance use issues.

Resignation – Full-time

- Michelle Goodman – Assistant Professor of Nursing
 - This position will be advertised.

NRCC Strategic Plan and VCCS Strategic Plan

Dr. Huber referred to exhibit C, VCCS Strategic Plan – Accelerate Opportunity, that was previously disseminated. The goal of the plan is to award 300,000 cumulative meaningful credentials by 2030 across all regions through accelerated access and success for every student. There are five strategic objectives that include:

- Developing Virginia’s Talent – “Teaching and Learning”
- Reaching More Virginians – increasing enrollment
- Delivering Education to Today’s Learners – expanding instructional practices and learning options for students
- Supporting Today’s Learners – creating and sustaining that “culture of care”
- Investing in Virginia’s Workforce – advocating for funding for the System

Dr. Huber noted that these objectives are broken down into metrics (a total of 31 different metrics). These metrics shape the work plans for the colleges (colleges will be measured by the achievement of these metrics). As in past years, each college establishes priorities for the year. The college has identified five metrics as “Institutional Priorities” for specific focus. These priorities become the college’s “Strategic Plan” for the year (exhibit B). This year, NRCC’s priorities pull one metric from each objective with an additional metric from one of them. Targets are set (metrics) for each of these priorities.

Student Code of Conduct and NRCC Guidelines for Use of Facilities and Equipment

Dr. Huber referred to Exhibit D, Student Code of Conduct, and Exhibit E, NRCC Guidelines for Use of Facilities and Equipment, that were previously disseminated. She

noted that both documents relate to the theme of “23 colleges, one system” – one code for all colleges. To begin the standardization process, an addendum was added to the Student Code of Conduct that all colleges have been asked to implement (see attached). The President’s Staff met to adopt and implement this addendum, which was prepared by VCCS Legal. The students have been informed of their responsibilities for adherence to the Student Code of Conduct. The adoption of this amendment also affected the college’s “Guidelines for Use of Facilities and Equipment” (Exhibit E). The change discussed is the addition of Section V, Encampments. In a letter to the chairs of the local advisory boards, Chancellor Doré explained that he had directed colleges to implement these changes to both documents as temporary measures until each local board could approve. Questions were posed and discussed.

Dr. Huber asked for a motion to approve the revisions to the Student Code of Conduct and the revisions to the Guidelines for Use of Facilities and Equipment.

Motion: Dr. Peggy Dewald-Link provided a motion to approve the revisions to the Student Code of Conduct and the Guidelines for Use of Facilities Services. Mr. Jonathan Sweet seconded the motion.

Action: The motion was approved unanimously.

7. Institutional Effectiveness and Research Report

Enrollment

Dr. Fritz Streff provided a report on enrollment. There was a 9.5 percent increase in FTEs (508.1 students) and a 6.1 percent increase in headcount (1475 students) for the summer semester. The college was seventh overall in FTE change in the VCCS for the summer semester. Enrollment shows an increase of 4.5 percent in FTEs and an increase of 4.2 percent in headcount over last year this day in the fall semester. Dr. Streff noted that discounting dual enrollment, there is a 2.3 percent increase in enrollment and a 3.6 percent increase in enrollment for this point in time for the fall semester. Questions were posed and discussed.

8. Workforce Development and External Relations

NRCC Virtual Tour

Dr. Rowh introduced Ms. Kelly Kaiser, Ms. Jill Ross, and Ms. Alison Weston who provided an overview of a new project, NRCC Virtual Tour, a virtual tour of the college. This recruitment tool will soon be added to the college website. The college worked with an outside vendor on this project. The Public Relations team will be the content managers and have the ability to add content, photos, etc. The anticipated go-live date is October 1. The college is also working on creating an “NRCC Visit” webpage where the NRCC Virtual Tour will also be located. The page will also give a visitor a way to schedule in-person college tours.

NRCC Public Relations, Advertising and Marketing Plan

Dr. Rowh provided an overview of the NRCC Public Relations, Advertising and Marketing Plan (Exhibit F) that was previously disseminated.

Updated FOIA Information

Dr. Rowh referred to the updated FOIA information (Exhibit G) that was previously disseminated. He explained that there is a new revision about provisions for holding virtual meetings. A policy would need to be adopted by the board to be able to hold virtual meetings under the provisions of this FOIA revision. He asked for a motion for the NRCC Local Advisory Board to hold virtual meetings in accordance with the provisions of the Virginia Freedom of Information Act. Within the provisions of the law, members may not be restricted from voting remotely. It was noted that members must be virtually visible in order to vote.

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

Motion: Mr. Peel provided a motion to adopt the policy to hold virtual meetings when necessary and to not restrict board members from voting remotely. Mr. Chancellor seconded the motion.

Action: The motion carried unanimously.

Legislative Update

Dr. Rowh provided an update on legislative activities. College leaders continue to contact legislators on issues concerning support for the college and the VCCS.

Presidential Search Process

Dr. Rowh provided an update on the presidential search process. Questions were posed and discussed.

8. Finance and Administrative Services

Locality Contributions to Local Budget, 2025-2026

Ms. Melissa Anderson referred to Exhibit H, Locality Contributions to Local Budget 2025-2026. 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. She informed the Board that she met with the Budget and Finance Committee prior to the meeting to review the proposed budget. The total budget request is \$102,496. On behalf of the Budget and Finance Committee, Ms. Jessica Littlejohn recommended approval of the Local Budget as presented.

Action: The motion carried by unanimous vote.

Mr. Peel informed the board that the committee reviewed the formula and decided to keep the formula as is going forward.

CEMP Plan

Ms. Anderson referred to Exhibit I, Crisis Emergency Management Plan (CEMP) that was previously disseminated. Legislation requires that agencies develop a CEMP plan and have it approved by the local advisory board every four years. She informed the board that she 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, Mr. Eric Johnsen recommended approval of the CEMP Plan as presented.

Action: The motion carried by unanimous vote.

9. Information Technology and Facilities Services

Cybersecurity

Mr. Tim Jones stated that one of the areas the VCCS is concentrating on for the “23 colleges, one system” approach is cybersecurity. The Chancellor has two presidents leading a charge to look at an overall approach to cybersecurity. A discussion was held, and questions were posed and discussed.

11. NRCC Educational Foundation

Scholarships

Ms. Covey reported that since the last board meeting in June, \$1.5 million has been raised (\$1.3 million were endowed scholarships). She noted that a significant amount of that came from the following

- Estate of Bob Blake (former Foundation Board member/Emeritus)
- NRV Health Foundation’s contribution of \$400,000 (total endowment to \$2.2 million for nursing scholarships)
- Other contributions in memory or in honor of
 - Dr. Doug Warren
 - Dr. Ed Barnes
 - Les and Joyce Pugh
 - Michael Galliher
 - Fred Cole
 - Dr. Randall and Anne Edwards

Ms. Covey reported that the Foundation Office will be awarding 400 individual scholarships this fall. She noted that prior to Dr. Huber’s presidency, the Foundation assets were \$15.7 million and today they are over \$32 million.

ACCE Update

Ms. Covey informed the board that three localities sponsored events over the summer to support their respective ACCE programs. Montgomery County sponsored Race for ACCE, raising \$18,000; Pulaski County held a jet ski challenge, raising \$4,800; and Giles County sponsored a pickle ball tournament.

12. Standing Committees for 2024-2025

Mr. Cunningham referred to Exhibit J, Roster of Standing Committees for 2024-2025 and asked for a motion to approve.

Motion: Ms. Bobbie Potter provided a motion to approve the roster of standing committees. Mr. Johnsen seconded the motion.

Action: The motion carried unanimously.

13. Open Discussion/Q&A Session

Mr. Calfee expressed appreciation to Dr. Huber and faculty and staff for all they do for the college. He commented that this truly is a family representing the community and feels it is an honor to serve on the NRCC Board.

There being no further business, the meeting was adjourned at 8:50 p.m. The next regular meeting of the New River Community College Board is scheduled for Monday, December 2, 2024, at NRCC in Dublin.

Respectfully submitted,

Mr. William (Bill) Cunningham, Chair

Dr. Patricia B. Huber, Secretary