

**OFFICIAL MINUTES  
BOARD OF GOVERNORS MEETING  
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE**

**Thursday, August 22, 2002 — 5:00 P.M.  
B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, August 22, 2002 in the B&O Board Room.

**1. Call to Order**

Mr. Gilmore called the meeting to order at 5:10 p.m.

**2. Roll Call**

Roll call was taken by Linda Dudash. Members in attendance were: Brenda Botizan, Tom Danford, Dr. Martha Dean, Frank E. Gilmore, Teresa Hemingway, Jean Holloway, Keith Jones, Teri Meeker, David Robertson, and Dr. Cathy Sistilli. Excused: Dr. Darrell Cummings and Anne Dieckmann Harman.

Other guests included: Bob DeFrancis, Dean, Community Relations and Institutional Advancement; Pat Henry, Business/Finance Manager; Dr. John Jones, Dean, Computer Information and Communications Technologies; Mike Koon, Vice President, Workforce and Economic Development; and Garnet Persinger, Provost.

**3. Board Elections**

Mr. Gilmore read the statute relative to election of officers. He stated that there are three elected positions. The Chair is elected for a term of one year and may succeed themselves one additional time. College representatives are not permitted to be elected as Chair. Chair Gilmore mentioned the need to appoint a Nominating Committee.

Nominations for the three elected positions were as follows:

Chair: Ms. Botizan made a motion to nominate Mr. Gilmore for re-election. Motion was seconded by Ms. Hemingway. Mr. Robertson moved that nominations be closed. All were in favor of Mr. Gilmore being re-elected as Chair.

Vice Chair: Ms. Botizan made a motion to nominate Mr. Jones for Vice-Chair. Motion was seconded by Ms. Holloway. Mr. Robertson moved that nominations be closed. All were in favor of Mr. Jones being elected Vice-Chair.

Secretary: Ms. Botizan made a motion to nominate Mr. Robertson for re-election. Motion was seconded by Dr. Sistilli. Ms. Hemingway moved that nominations be closed. All were in favor of Mr. Robertson being re-elected as Secretary.

#### 4. Hearings and Petitions/Executive Session

##### A. Hearings and Petitions

Mr. Gilmore stated that the Board needs to revise the By-laws and decide whether or not to compose a Nominating Committee. Both items will be placed on the May 2003 agenda.

##### B. Minutes of Executive Committee Meeting (July 26, 2002)

Mr. Gilmore asked for confirmation from the Board to approve actions of the Executive Committee at the July 26 meeting. The major item of action was tuition for students enrolling in on-line learning courses. Ms. Botizan made a motion to approve the actions taken in the Executive Committee meeting of July 26. Ms. Holloway seconded the motion. All were in favor.

#### 5. Approval of Minutes (June 20, 2002)

Mr. Jones made a motion to approve the minutes of the June 20, 2002 meeting as distributed. Ms. Botizan seconded the motion. Motion carried.

#### 6. Upcoming Meetings

Dr. Hunter announced that the Board Retreat is scheduled for September 5 from 3:00 p.m. until 9:00 p.m. at the Fort Henry Club. Chancellor Mullen will speak at the Retreat.

Board members were invited to the September 12 special meeting for all college Board of Governors to be held on September 12 at the Embassy Suites in Charleston. Mr. Gilmore encouraged members to attend. Those planning to attend were asked to contact Linda Dudash to make reservations.

The Board selected December 5 as their preference for the Culinary Arts Yuletide luncheon. Members were asked to mark their calendars for this festive event.

#### 7. President's Report

##### A. Fall Semester Start-Up

Dr. Hunter reported that last fall the College had a 21% increase in headcount. To date WV Northern is a bit ahead of last year's figure. Final figures will not be available until later in the semester. Figures to date have exceeded the 1425 FTE needed for the budget, but this target must also be made in the spring semester.

B. Assessment

Dr. Hunter mentioned three challenges for the College for the upcoming year. They are as follows:

- Dramatic improvement in the College assessment program (the Revised College Assessment Plan was previously sent to Board members). The College will present to the Board some time in February the results of that implementation plan.

Dr. Hunter stated that the assessment challenge is directly tied to the re-accreditation challenge because NCA keys heavily on whether or not the College has an assessment plan and is implementing that plan. NCA will most surely ask the Board if it is familiar with the College assessment concepts. Board members will be invited to a dinner which will be held for the visiting NCA team in March 2003.

- Re-accreditation of the College.
- A 10% budget reduction of \$600,000. Dr. Hunter mentioned that he made a pitch to the WV Legislative Committee on Education on August 19 to excuse the community colleges from the 10% reduction. Chancellor Mullen also endorses the exemption.

C. Student Governance

Mr. Jones informed the Board that he received a call from a student lodging a complaint about the student Board member and asked about eligibility. Following brief discussion, Chairman Gilmore referred the issue to the Student Appeals Committee. They are to report their findings back to the Board at the next Board meeting. It was noted that Dr. Hunter had already made disposition of this issue. The concern is about serving as Student Senate President on the Board of Governors and Advisory Council of Students at the same time. Dr. Hunter reported that the statute says that the position is to be held by the same person-- Student Senate President and Student Representative to the Board of Governors.

D. Update on Parking

Wheeling Campus Vision Committee has been formed consisting of Frank Gilmore and David Robertson from the Board of Governors and Larry Bandi and Chuck Graham from the WVNCC Foundation Board. A preliminary meeting was held on August 21 at the Fort Henry Club. The purpose is to gain perspective from committee members on a finished design for the Wheeling campus (back lot of the B&O building and issues relative to parking). The visionary group will talk with Mayor Sparachane about future plans for the Wheeling campus. Mayor Sparachane is willing to get the City Planning Commission to invest in the B&O back lot and in turn the College would lease the parking from the city. However, it is not clear yet that this is the best option.

Dr. Hunter is also recommending another purchase for parking. An Executive Session of the Board was held regarding this real estate transaction.

#### E. Legislative Visit

Dr. Hunter reported that the Joint WV Legislative Committee on Education visited the College on August 19. A PowerPoint presentation was made to the committee. The Board will have an opportunity to view the presentation at the September 5 Board Retreat. A lobbying strategy for the legislators will also be discussed at the Board Retreat.

Dr. Hunter reported that Chancellor Mullen visited the College on August 20 to speak with staff.

### 8. Staff Reports

#### A. Academic Report

Ms. Persinger gave the academic report. She stated that the strategic agenda shows that the academic area is focused heavily on assessment and self-study in addition to getting classes up and running. Ms. Persinger distributed information on the key points of the Self-Study. Requirements for the Self-Study will be distributed at the September 5 Board Retreat.

Nursing and classes supporting the Nursing program are experiencing the most growth.

Ms. Persinger mentioned low enrollment classes and the Chancellor's stance on such classes. Creative ways to meet the challenge in low enrollments are being explored.

The College has been working this summer with Title III and Banner on how to get the system up in order to get information analyzed.

In other areas, the Center for Adult Learners/Developmental Education is developing more structured training for tutors in peer tutoring; faculty are receiving more information on students with disabilities. Professional development is getting more emphasis and work is continuing on retention and assessment issues. Part-time faculty have been involved in orientation sessions on each of the three campuses.

Personnel wise, one change has been made in the academic area. Charleen Stokes has decided to work in the classroom more; however, she is helping the College through the end of August as Center Director. John Daley is the new Center Director who will be coming on board at the end of August. Mike Smith will be joining the College on August 26 as the new Director of Institutional Research.

#### B. Financial Report

Mr. Henry reported that the Year-End Financial Statement has not yet been completed but will be ready for the September 5th Board Retreat. The Budget Committee met to discuss the budget reduction earlier today. Mr. Henry will attend a meeting in Morgantown on building utilization.

### C. Workforce and Economic Development

Mr. Koon announced that the College is now an official ACT Training Center. Official grand opening will occur later in semester. He stated that two modules have already been sold. Work continues with the Retail Federation and the Wheeling Outlet Mall Project as well as with Orrick.

Dr. Hunter announced that the College has received a \$124,000 grant (one of the SB653 grants) to establish a Retail Management Center.

### D. Foundation Report

Mr. DeFrancis reported that at the June 20 Foundation meeting he explained that the Foundation wanted to obtain the Woloshan Parking Lot and then lease it to the College. Closing was finalized on July 31. The selling price was \$55,000 and the College's appraisal came in at \$58,000. A second bid of \$10,000 was received on the paving of the lot; however, it is higher than the previous bid of \$7,600. Attorney fees have yet to be paid. The agreement for the parking lot is still in Charleston.

Mr. Gilmore stated that a citation will be drafted for adoption at the September 5 Board Retreat for Stephen Hannig.

### E. Technology Report

Dr. Jones distributed a technologies report. He mentioned the wireless network being installed in the B&O building. This will allow wireless access to the internet in the B&O Auditorium.

Other accomplishments in the Technologies Department include the purchase of servers and switches for all three campuses as well as installation in the B&O and Hazel-Atlas buildings. ATM reduction has been accomplished and a settlement has been reached for the January-December bill for 2001. The 2002 bill is still being debated. Dr. Jones received a call from WLSC pertaining to the IP Video System. Quotes of approximately \$25,000 each have been received from vendors. This system would permit connection to the IP network and to anyone in the world. Regarding Microsoft Developer Network, the same license can be used for any technology course at any of the three campuses at a one-time fee of \$799. The College has a campus license for anti-virus software for faculty and staff. Purchase of 17 new computers was made. SmartBoards (one in each building), lap top computers and LCD projectors were purchased in spring 2002.

## 9. Fall 2002 Strategic Agenda

Mr. Danford made a motion to accept the Strategic Agenda for Fall 2002. Mr. Robertson seconded the motion. Motion carried.

#### 10. Assessment Policy

Dr. Hunter reported that the Assessment Policy is a matter of taking care of an oversight. He stated that the revised Assessment Plan needs to have a policy by the Board that says the College will have an assessment program. The core of it is that the College will implement assessment across the College. Mr. Jones made a motion in favor of adopting an assessment policy. Ms. Botizan seconded the motion. Motion carried.

#### 11. Other

Ms. Botizan was granted a leave of absence from the September and October Board meetings.

Dr. Hunter recommended that a mechanism be added to the By-laws to help insure quorum will be met.

Mr. Gilmore suggested that sites be designated as far in advance as possible for Board meetings on the New Martinsville and Weirton campuses.

#### 12. Executive Session

The Board went into Executive at 7:05 p.m. Two items of discussion were: (1) purchase of property and (2) compensation package. Executive Session concluded at 7:15 p.m.

Chair Gilmore reported from the Executive Session that the President has been authorized to have discussions on the purchase of additional property for parking use.

Motion was made by Ms. Holloway, seconded by Ms. Botizan, to increase the salary of President Hunter by \$4,000 per year. Mr. Danford and Ms. Hemingway abstained from voting on the salary increase for the president.

#### 13. Adjournment

Meeting adjourned at 7:20 p.m. The Board Retreat will be held on September 5 from 3:00 p.m. until 9:00 p.m. at the Fort Henry Club. The next scheduled meeting will be Thursday, September 26 at 5:00 p.m. in the B&O Board Room.

Minutes Respectfully Submitted By,

Approved By,

Linda K. Dudash

David Robertson