

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

**Thursday, March 27, 2003 — 5:00 P.M.
B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, March 27, 2003 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: Tom Danford, Frank E. Gilmore, Teresa Hemingway, Keith Jones, Danny Kaser, Teri Meeker, David Robertson and Dr. Cathy Sistilli. Participating by phone: Brenda Botizan. Excused: Larry Bandi, Dr. Darrell Cummings and Anne Dieckmann Harman.

Other guests included: Bob DeFrancis, Dean, Community Relations and Institutional Advancement; Patrick Henry, Business/Finance Manager; Dr. John Jones, Dean, Computer Information and Communications Technologies; and Garnet Persinger, Provost.

3. Approval of Minutes (February 27, 2003)

Mr. Danford made a motion to approve the minutes of February 27, 2003 meeting as presented. Mr. Kaser seconded the motion. Motion carried.

4. Board Chair Report

A. Hearings and Petitions

There were no hearings or petitions.

Chair Gilmore extended congratulations to everyone for the great news about the College's recommended re-accreditation. He asked Dr. Hunter to convey the Board's congratulations to everyone throughout the College.

5. President's Report

A. NCA Re-accreditation

Dr. Hunter reported that the College came shining through on the NCA re-accreditation. The result is that the College is being recommended for re-accreditation with the next visit to occur in 2012-2013. However, a focused visit on assessment likely will occur within the next five years. Bonnie Miley, NCA Chair, stated that the College would probably be granted the time and opportunity to do that according to whatever would be in the best interest of the College--two years, five years or whenever the College decides.

Dr. Hunter stated that the College is going into an evaluation period to look at what has been accomplished this year and to look at the strategic agenda for the coming year along with the FY2004 budget.

The NCA team will submit its report to the College in approximately six weeks. Three citations will be listed in a superlative category. In the exit interview, the team reported that the College has met the General Instructional Requirements (GIR's) and has satisfied the five major criteria. In a preface, they will cite areas in which the College is succeeding and setting an example--where it stands as a model institution. These are in the areas of service to the community, community support, and efficient use of resources. A copy of the full NCA report will be distributed to the Board as soon as it is received. A description of the report will be distributed internally in the May publication of the Liaisons newsletter. The Board will receive a copy of the newsletter.

Dr. Hunter reported that protocol on assessment in which the Board was involved turned out to be a noteworthy effort according to the NCA Team.

President Hunter reported that the College now needs to continue its work on assessment but broaden the scope to institutional effectiveness. Institutional effectiveness will be taken into consideration during the upcoming administrative reorganization.

Dr. Hunter stated that it is the Board's obligation to see that the College stays on the right track of the important strategies it has adopted this year. However, this will have to be done with fewer resources.

Ms. Persinger reviewed the criteria by which the College was measured and stated that there is evidence that the College does meet all criteria..

Ms. Persinger distributed a document entitled "NCA--what is next?" and a chart on the commission's decision making process. She stated that after the College receives the NCA report, there will be an opportunity to respond and decide whether it goes to the Reader's Panel

(two people who review the same material as the team did). The panel can make their recommendation to the Review Committee or the Institutional Actions Council.

When asked if the results of the NCA visit could be announced, Dr. Hunter's response was that he will be reporting his perceptions of the results.

Ms. Persinger reported that the NCA platform for accreditation is changing. She informed the Board that a team of four people from WV Northern will be going to the NCA conference in April to learn about the new criteria.

B. Wheeling Campus Development

As a result of the action at Higher Education Day, legislators pledged that Northern would be given \$260,000 for the renovation of the HVAC systems in the B&O building this year. Another \$180,000 was pledged for the Hazel-Atlas building for next year. The B&O renovation is underway, for which everyone is grateful.

Dr. Hunter reported that long-term plans for the Wheeling campus were brought to the Chancellor's attention. The Chancellor is in support of WV Northern constructing another building behind the B&O building as an alternative to continuing deferred maintenance on the Hazel-Atlas building. The Joint Vision Committee has met to discuss the concept. David McKinley, area architect, has been contacted to present his vision of the concept. Passage of the higher education bond issue would make construction of the building possible. The College is scheduled for \$2.3 million to take care of what is currently in the Facilities Master Plan. The plan has been amended to include another \$5 million for the new building. The Joint Vision Committee may need to look at other community support and get the attention of Senators Mollohan and Byrd for this project.

Dr. Hunter reported that work on the parking problem is progressing. At the last meeting it was reported that the College was going to lose parking on 16th Street but has since received an extension to the end of April

Discussion continued on Wheeling campus development.

C. Personnel Manual

The College Personnel Manual (for both faculty and staff) has been distributed. Areas which were omitted have been identified and changes will be made according to due process. Dr. Hunter will ask Faculty Senate and Classified Staff Council to review the manual and advise if there is a need for additional work. Rules, regulations and policies in the full compendium form will be retained.

6. Staff Reports

A. Academic Programs Evaluation

Ms. Persinger reported that only one program review was done this year--Small Business Management. (This will be brought to the Board at the April meeting.)

B. Financial Report

Mr. Henry distributed and reviewed financial information. Questions on the budget from the January 2003 meeting were answered (copies of answers were distributed). Also reviewed was the revenue budget sheet and state grants.

Dr. Hunter reported that the College has produced a draft of the revenue budget which includes a recommended tuition increase. Tuition and fee changes were reviewed by Mr. Henry. A tuition increase of \$3.00 per credit hour is recommend. Discussion ensued on need for the increase and its impact.

Mr. Robertson made a motion to adopt the \$3.00 per credit hour tuition increase. Mr. Jones seconded the motion. Motion carried. Mr. Robertson amended his original motion on the \$3.00 per credit hour tuition increase to include fee increases displayed on the report given by Mr. Henry. Mr. Jones seconded the amended motion. Motion carried.

Mr. Henry stated that bids are out on getting parking lots paved. The parking lot which was acquired from the State is in direct line from the Hazel-Atlas building.

C. Foundation Report

Mr. DeFrancis reported that the Foundation is setting up the College Recognition Dinner which will be held on Wednesday, April 23 at the Ramada Inn. A social hour will kick off the event at 6:00 p.m. followed by dinner at 7:00 p.m. Cost of the dinner is \$22 per person. Honored at the dinner will be approximately eight retirees and a dozen or more persons receiving pins for years of service (WV Northern years of service and State years of service). Retirees and those honored for years of service will receive a free dinner compliments of the Foundation. Invitations will be sent out this week.

D. Workforce Development

Due to Mr. Koon's absence (he was attending the Governor's event on Cabela's), no report was given for Workforce Development.

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7. New Business

A. College Calendars

A copy of the College Academic Calendar for 2003-2004 and Holiday Schedule for 2003-2004 was distributed and reviewed. Mr. Danford made a motion to accept both calendars as presented. Ms. Botizan seconded the motion. Motion carried.

8. Other

A first reading of the FY2004 budget and an explanation of the administrative re-organization tied to that budget will be discussed at the April 24 meeting.

Governor Wise and his cabinet will visit the Wheeling campus on April 15 at 4:00 p.m. in the B&O auditorium. Kay Goodwin, Secretary of Administration, will also be on campus. Members of the Board were invited to attend if their schedule permits.

Commencement will be held on May 11 at the Wheeling Civic Center. Pre-ceremony activities will begin at 3:00 p.m. followed by commencement at 3:30 p.m.

9. Adjournment

Chairman Gilmore reminded the Board of its commitment to meet at least once this year on the Weirton and New Martinsville Campuses.

Mr. Jones suggested that the April 24 meeting be held on the Weirton campus. The Board asked that a tour of the building be arranged. Notice of the meeting to be held on the Weirton campus on April 24 will be sent immediately.

The meeting adjourned at 7:00 p.m.

Minutes Respectfully Submitted By,

Approved By,

Linda K. Dudash

David Robertson