

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

**Thursday, April 28, 2005 -- 5:00 P.M.  
B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, April 28, 2005 in the B&O Board Room.

**1. Call to Order**

Mr. Jones convened the meeting at 5:00 p.m.

**2. Roll Call**

Roll call was taken by Linda Dudash. Members in attendance were: Dr. Darrell Cummings, Tom Danford, Anne Dieckmann Harman, W. Keith Jones, Danny Kaser, Orphy Klempa, Jeanne Richter, David Robertson and Zac Wycherley. Excused: Conner Boyd. By phone: Frank E. Gilmore. Also attending was Garnet Persinger.

Other guests included: Larry Bandi, Dean, Business/Financial Affairs; Robert DeFrancis, Dean, Community and Public Relations; Janet Fike, Dean, Enrollments Management; Dr. John Jones, Dean, Computer and Information Technologies; Mike Koon, Vice-President/Dean, Economic and Workforce Development; and Steve Woodburn, Associate Dean, Curriculum/ Student Development.

**3. Phi Theta Kappa**

Dr. Hunter introduced the Phi Theta Kappa Honor Society to the Board. He reported that they received regional and international honors at the PTK 87<sup>th</sup> International Convention held April 14-16 in Dallas, Texas. The following awards were presented to WV Northern: Dr. John Hunter, Shirley B. Gordon Distinguished President Award; Shirley Rychlicki, Robert Giles Distinguished Advisor Award; Sandy Beck, Paragon Award for New Advisor; Mary Dudley, Distinguished Chapter President. Other awards bestowed upon WV Northern: top leadership Hallmark Award (2<sup>nd</sup> year in a row); one of the top 25 chapters in leadership; one of the top 100 chapters internationally and top 25 distinguished Chapter internationally.

Mary Dudley, outgoing Chapter President, introduced new PTK officers.

Ms. Dudley thanked College faculty, staff and administration for their support of PTK.

Ms. Dudley reported that PTK is raising money for the College Square Project through their "Buy-a-Brick" Campaign.

#### **4. Presidential Search**

Mr. Gilmore reported the Presidential Search Committee has completed their work and the package of candidates was distributed to Board members. A discussion relative to the presidential candidates and an update from the Search Committee was discussed in Executive Session.

#### **5. Minutes of March 24, 2005**

No action was taken on the minutes of the March 24, 2005 meeting.

#### **6. Board Chair Report**

##### **A. Chair Report**

No report was given

##### **B. Hearings and Petitions**

There were no hearings or petitions.

##### **C. Board Elections**

Tom Danford and Jeanne Richter volunteered to serve as the Nominating Committee to solicit nominees for the 2005-2006 Board of Governors officers.

#### **5. President's Report**

Dr. Hunter asked the Board's support on the following items: salary increases for faculty and staff, rescinding of tuition increase, mandate on retention and graduation rates, adoption of course fees, IS&C Verizon issue and the financial report.

##### **A. Salary Increases for Faculty and Staff**

Dr. Hunter stated that policies were adopted last year for faculty and staff increases. He also stated that the College now has a policy which involves certain principles. Dr. Hunter stated the College needs to find ways to implement the policies but the State has pressured the College not to do so. Dr. Hunter reported that HEPC has taken a stand articulated by Chancellor Mullen--they don't want any institutions to adopt salary increases on July 1 because there hasn't been a bill adopted for increases. It is likely, stated President Hunter, a provision will be adopted this year for faculty similar to classified staff relative to salary increment of \$50 per year for each year they have been at the College.

Salary policies that were adopted last year have been used for this year's budget. For faculty it would involve two kinds of increases: equity for faculty still below the minimum salary for their rank and merit increases. On the classified staff side there is the Mercer scale. Movement would be in accord with policy. Several employees would move either one step or two steps closer to scale. Dr. Hunter has not received any command from the Community College Council that this cannot be done effective July 1. Dr. Hunter asked for Board approval for salary increases (\$300,000 has been provided in the budget) to be made effective July 1.

**Mr. Klempa made a motion to support the proposal on salary increases. Mr. Wycherley seconded the motion. Motion carried.**

Dr. Hunter stated that raises will become effective July 1 and approximately June 1 communication would go out stating the amount of increases. If there is any need for reconsideration, he will contact the Board.

#### **B. Rescinding Tuition Increases**

Dr. Hunter stated the College is still contending for a restoration of \$149,000 which has been pledged that the College should receive. President Hunter is confident the College will receive the money (Senators Edgell, Plymale and Helmick agreed to it) even though it has not yet come through.

Dr. Hunter stated a deal was made with leading legislators for base budget restoration and no tuition increase. He suggested the College follow through and rescind tuition. President Hunter suggested simultaneously amending the tuition increase application and adopting this year's course fees as recommended.

Dr. Hunter asked the Board to approve the spirit and substance of rescinding the tuition increase and at the same time adopting course fees. The President stated he will represent WV Northern at the May 4-5 CCTCE meeting and voice strong opposition of adopting any tuition increase this year. With restoration of the \$149,000 and peer equity, the College has no compelling need for tuition increase to balance the budget.

**Mr. Robertson made a motion that the Board authorize rescinding on the tuition increase as well as adoption of resolution for fee increases as distributed. Mr. Danford seconded the motion. Motion carried.** Mr. DeFrancis will write a press release relative to this action.

#### **C. State Mandate on Retention and Graduation Rates**

Dr. Hunter asked the Board's endorsement on a program to improve retention and graduation rates. He stated West Virginia is low on the National Report Card that is published annually.

Mr. Woodburn commented on developing plans on retention. He stated the College is working on a strategic plan that will address 12 steps the State has sent the institution. Ms. Fike, Dr. Good and Mr. Woodburn wrote action agenda items for each of the steps. A draft document has been prepared for each principle and will be shared with the Board at the May meeting.

Mr. Woodburn reported WV Northern has the best retention figures in about ten years from fall to spring semester.

**Mr. Danford made a motion that the Board endorse the State mandate on improvement of retention and graduation rates through the 12 principles. Mr. Wycherley seconded the motion. Motion carried.**

#### **D. IS&C/Verizon**

Dr. Hunter reported the IS&C/Verizon issue is still with the College. Senate Bill 2891 was adopted which confirms the assessments that were made by IS&C against all of the disputed bills that were brought to the Court of Claims.

**Mr. Robertson made a motion that the Board authorize Dr. Hunter to send a letter of dispute regarding the IS&C assessment (attached). Mr. Klempa seconded the motion. Motion carried.**

#### **E. Commencement Awards for Outstanding Citizen and Distinguished Alumnus**

Dr. Hunter reported the Alumni Association typically recommends a person for Distinguished Alumnus. Helen Jackson-Gillison, Attorney at Law, was recommended by the Alumni Association for the Distinguished Alumnus Award. Two nominations were made for the Outstanding Citizen Award. First nomination for the Outstanding Citizen Award was Mary Beth Hughes, Chair of the WVNCC Foundation; the second nomination was Michael Ortiz, graduate of WV Northern's Respiratory Care program. Following discussion, the consensus was that Michael Ortiz should be selected for Distinguished alumnus award in 2006.

**Mr. Danford made a motion that the Board follow Alumni recommendation that Helen Jackson-Gillison receive the Distinguished Alumnus Award. Dr. Cummings seconded the motion. Motion carried.**

**Dr. Cummings made a motion that Mary Beth Hughes receive the Outstanding Citizen Award. Ms. Harman seconded the motion. Motion carried.**

Mr. Jones stated that he is unable to give remarks on behalf of the Board of Governors at Commencement. Mr. Gilmore agreed to do so.

## **F. Board Appointments**

Dr. Hunter reported that Ms. Persinger has not yet been officially appointed to the Board and Reverend Cummings has not been officially reappointed. President Hunter suggested the Board write a letter to Governor Manchin's Office requesting that they act on this issue immediately. The Board was in favor of Dr. Hunter and Mr. Jones submitting a letter of request.

## **6. Administrative Staff Reports**

### **A. Dean of Business, Finance, Facilities Report**

#### **\* College Square Update**

Updated photos of the College Square Project from point of purchase through present progress through a PowerPoint presentation was up and running for the Board to view. Mr. Bandi gave a report on the revised cost estimate to funding comparison on the College Square Project completion (documentation was distributed to the Board). He stated he is confident the College has sufficient funds to occupy the building if no unforeseen costs occur with construction.

#### **\* Review of First Meeting on CCTCE Funding Equity**

Mr. Bandi reported the committee was formed for the Council of Community and Technical Colleges embarking on funding equity at the State level. Jim Howard, consultant from Illinois, and Mr. Bandi were appointed to that committee along with others from around the State: Merle Dempsey, Southern West Virginia Community and Technical College; Jo Harris, CTC - WVU Tech; Pete Checkovich, CTC, Shepherd; Rick Porto, Fairmont; Ervin Griffin, WV State; Jack Simpkin, WVU Parkersburg. The first meeting was held last week with four items presented for consideration: (1) articulate the mission--education for the legislators; (2) be aware of and respond to trends; (3) do better job of accountability of objectives already set; and (4) more active involvement with legislators. The goal of the Committee is to present to Community College Council at the October meeting. The Committee would refer to the Board's letter as to recommended actions--credit hours for tuition.

Mr. Bandi stated the Board may want to tie in with the veto letter to Governor Manchin where line items are deleted saying Council should take action as to whether or not institutions will receive money. Dr. Hunter and Keith Jones will draft the letter.

#### **\* Option Letter -- United Electric Building**

Mr. Bandi reported that Mr. Altmeyer suggested the College attach a dollar amount to the agreement for the United Electric Building as a precautionary measure should the agreement come before a court.

Mr. Bandi stated the top price the College would pay for the building is \$325,000. **Dr. Cummings made a motion that the Board approve an option agreement for the purchase of the United Electric Building with a monetary value of \$500 to be presented to Bobby Kubovicz for consideration. Mr. Danford seconded the motion. Motion carried.** Mr. Bandi will move forward with negotiations.

Financial statements were distributed to the Board. Mr. Bandi stated the College is in a good financial position at this time.

## 7. Old Business

### A. Standards of Academic Progress

**Mr. Danford made a motion to adopt the Standards of Academic Progress policy on second reading. Mr. Klempa seconded the motion. Motion carried.**

### B. Other

Mr. Jones asked that the agenda be truncated in order to discuss the presidential search. Dr. Hunter stated agenda items to be held over for the May Board meeting are as follows: AA and AS programs; District Consortium; and Capital Campaign.

Dr. Hunter distributed a list of upcoming WV Northern student events and invited the Board to all of them.

## 8. New Business

### A. Policy on First Reading

The ID Card policy scheduled for first reading will be placed on the May Board agenda.

## 9. Executive Session

**At 6:40 p.m., Mr. Klempa moved the Board go into executive session to discuss the Presidential Search. Ms. Harman seconded the motion. Motion carried.**

**On a motion by Mr. Kaser, seconded by Mr. Danford, the Board came out of executive session.**

The Board of Governors received the transmittal of presidential candidates from the Search Committee. The Board thanked the Committee for its hard work and diligence in regard to this project and directed that a letter of appreciation be sent to all Search Committee members.

The Board meeting was adjourned on a **motion of Mr. Danford** and **seconded by Mr. Kaser**.

#### 10. Next Meeting

The next Board of Governors meeting will be held on May 26 at 5:00 p.m. in the President's Board Room.

Minutes respectfully submitted by,

Minutes approved by,

Linda K. Dudash  
Administrative Assistant Sr.

Anne Dieckmann-Harman  
Board of Governors Secretary