

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

**Thursday, September 30, 2004 -- 5:00 P.M.
B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, September 30, 2004 in the B&O Board Room.

1. Call to Order

Chair Jones convened the meeting at 5:05 p.m.

2. Roll Call

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

Other guests included: Dr. Baba Adam, Dean, Institutional Effectiveness; Larry Bandi, Dean, Business/Financial Affairs; Bob DeFrancis, Dean, Community Relations and Institutional Advancement; Dr. John Jones, Dean, Computer Information and Communications Technology; Mike Koon, Vice President and Dean of Economic and Workforce Development.

3. Minutes of August 19, 2004

Mr. Danford made a correction to the draft minutes of August 19, 2004 as follows: Insert the following sentences at the end of the last paragraph under Item 8B, New Business/President's Travel and Hospitality, on page five: Mr. Gilmore seconded the motion. Motion carried.

Mr. Danford made a motion to accept the minutes of the August 19, 2004 meeting as corrected. Dr. Cummings seconded the motion. Motion carried.

4. Board Chair Report

A. Board Appointment

1. Replacement for Brenda Botizan

Chair Jones stated that he has attempted to contact six individuals from the New Martinsville area for replacement of Brenda Botizan on the Board of Governors. No one has volunteered to accept the position. Chair Jones requested that everyone continue to search for a replacement.

2. Board of Governors Training Session

On September 24, a Board of Governors training session was held in Charleston. Attending the session was Mr. Jones and Mr. Wycherley. Both members distributed notes to the Board from the training session.

Self-assessment of the Boards was discussed by Senator Plymale and Delegate Doyle at the September 24 training session. Senator Plymale suggested the Board read "*The Rise of the Creative Class*" by Richard Florida. Additional information in which the Board may find interest can be found on the web site for the Association of Community College Trustees at www.acct.org.

3. Board Retreat

President Hunter recommended a Board retreat be scheduled prior to the end of the year. Everyone was in agreement. Dr. Hunter stated that the Board needs to focus on the relationship between the Board and the President as well as Board responsibilities. Other items suggested for discussion at the retreat include: e-mail that can be subpoenaed and understanding of financial reports. Mr. Jones agreed to send out an e-mail to solicit agenda items for the retreat. Chair Jones will begin work on a date for the retreat.

4. Meetings through the End of 2004

The next Board meeting is scheduled for October 28. Due to the Thanksgiving holiday in November, it was decided to schedule the November meeting on the third Thursday of the month, November 18. The annual Yuletide luncheon will be held on Tuesday, December 7 at 12:00 noon in the Holloway Dining Room in the Hazel-Atlas building. A brief business discussion will be held prior to lunch being served.

5. Hearings and Petitions

There were no hearings or petitions.

5. President's Report

A. Strategic Agenda for 2004 - 2005

Dr. Hunter informed the Board that the Strategic Agenda for 2004-2005 was on the agenda again since phone calls had not been made asking for changes/suggestions. However, operational objectives have all been approved and the Strategic Agenda is in the implementation phase. President Hunter asked the Board to officially endorse the Strategic

Agenda as included in the agenda packet. Motion was made by Mr. Danford to approve the Strategic Agenda for 2004-2005 as distributed in the agenda packet. Motion was seconded by Ms. Harman. Motion carried.

B. WV Council for Community and Technical College Education Presentation

A PowerPoint presentation given to the WV Council for Community and Technical College Education on September 17 was presented to the Board of Governors by Dr. Hunter. EDGE, Dual Credit, Advanced Placement (three ways in which students earn credits) and College Going Rates, along with a brief comment on quality issues, were items included in the presentation.

Dr. Hunter stated that comments on credit transferability were sent to the Board.

C. Compact for 2004-2010

Dr. Hunter reported that a new compact will go into effect this year through 2010. The reason for the new compact is that community college's now have their own system and will need their own compact.

D. Update on College Square

Information on a community facility study was passed around for Board review. The study shows recent work on the design between the B&O building and the new building. WV Northern will solicit bids by mid-November. Construction could begin as early as January 2005.

E. Dean of Academic Affairs

Dr. Hunter reported there are four candidates for the position of Dean of Academic Affairs. Selection should be final by the end of this semester; however, a contingency plan is in place in case this does not come to fruition. In that case, a second tier of candidates will be necessary.

6. Administrative Staff Reports

A. Dean of Business, Finance, Facilities Report

Mr. Bandi reported that WV Northern signed an agreement to use ten parking spaces in the GSA (Social Security building) lot. However, that agreement was revoked this week for the lot to be used for FEMA.

Ohio County Commissioners have withdrawn their interest in the GSA building.

West Virginia Northern Community College took possession of the J.D. Miller property in September.

Funds in the amount of \$8.9 million have been set aside for College Square development. Windows will be out to bid in the near future. Early winter to spring is when the project is to get under way.

Regarding College Square, the College has applied for \$412,000 to pay for architectural and engineering fees for the new building. A kitchen design consultant from Pittsburgh visited the College to discuss the warehouse renovation in the Culinary Arts department.

Several individuals, as well as a list of alternates, have expressed interest in the Hazel-Atlas building when the College relocates.

Mr. Bandi reported on the following improvements to WV Northern: remodeling in the reception area of the B&O as well as painting throughout the building, heating controls/HVAC project in the Hazel-Atlas building completed, housecleaning and disposing of obsolete equipment in the two buildings was completed. On Weirton campus, parking lot renovation has been completed (sealed, patched and re-striped)

Costanzo and Associates are working together with the Foundation for finalization of the field audit. They will make a presentation at the October Board meeting.

B. Foundation Report

Mr. DeFrancis reported that the Foundation finished grant writing for ARC in mid-September related to the College Square project (\$1.5 for the new building).

Early this week, the College learned it is to receive \$7,500 under the Social Initiative Program. In an effort to host a month's worth of activities for Black History month, a partnership has merged with the WVNCC Foundation and Alumni Association.

The October 15 Gala Event for the College Square project is in the final stages. Auction items are coming in on a regular basis. Donation of a winter weekend for two was received from the Greenbrier (value: \$2,000). Culinary Arts is putting together an ethnic buffet for the event. Invitations have been mailed. The College has exceeded \$100,000 for the fund drive.

The College is in the process of doing major solicitation with alumni with a mailing being done to nearly 5,500 alumni.

C. Workforce Development Report

Mr. Koon reported that the College is continuing to work with the people at Cabelas development office

Relative to community education, Mr. Koon stated the College offered a real estate class this past year. Of those taking the class, 93% passed the course.

Mr. Koon updated the Board on the status of CEWE. The College lost the facility that was purchased by other people when Weirton Steel folded to ISG. Joe Copenhaver will be working with the College in the next few months to transform CEWE in several ways including revision of the mission. Focus will be directed toward the service center and areas of supervisory and safety in strategies of delivery. Partnerships with John Marshall, Rockefeller Center and Jefferson Community College are being considered.

Dr. Hunter referred to a copy of a memo that went to Northern Panhandle legislators dated August 25 on saving CEWE. Partnerships with Wheeling Island Racetrack and Gaming Center, Mountaineer Racetrack and Gaming Resort and Cabela's are on the College agenda.

7. Old Business

Dr. Hunter reported that Fred Oelschlager is chairing a sub-committee on budget issues. Mr. Oelschlager will make a report at the WV Council for Community and Technical College Education meeting scheduled for October 14 as a segue into the funding proposal if re-adopted by the Board.

The Board Report was discussed, *Funding Equity for West Virginia Community and Technical Colleges System: An Analytical Report on Current Funding and Proposals to Address Change and Growth Expectations.*

Dr. Hunter suggested the Board re-adopt the proposal and the submission of the proposal come from Mr. Jones on behalf of the Board. The proposal will be forwarded immediately

after Board action. President Hunter informed the Board that two tables originally included before the proposal section were removed. The graphs illustrated differences between Northern and Southern. Dr. Hunter asked for Board approval of the proposal minus the two graphs. He recommended the document be submitted to the WV Council for Community and Technical College Education under Mr. Jones's signature. Distribution list will include other Community and Technical College presidents. Mr. Robertson suggested the report also be sent to legislators.

Mr. Robertson made a motion that the Board authorize the Chair to submit the report to the WV Council for Community and Technical College Education and deal with distribution to legislators as a second matter. Ms. Harman seconded the motion. Motion carried.

After a brief discussion about disseminating the report to legislators, it was decided that a luncheon be held for legislators to discuss the funding inequity and to address several other issues. Feedback and communication with legislators will be placed on the next Board agenda.

8. New Business

A. Purchase Card Review (1st Reading)

The agenda packet included a copy of the Purchase Card policy for Board review.

Mr. Bandi reported on one major change to the Purchase Card policy on page two (the last paragraph under "About the Program and the Cards") which was underlined.

Minor changes to the policy by the Board included:

- Page 3 under "Summary", paragraph one, last line: change the words can and will be revoked to *may* be revoked.
- Page 7 under "Making a Purchase": in the first paragraph without strikethroughs, in the second line put a period after (Visa); and capitalize the word if that comes after it.

B. Delegation of Degree Designation

Dr. Hunter asked that this item be put on hold.

9. Executive Session

At 6:50 p.m. a motion was made by Mr. Danford and seconded by Mr. Wycherley to enter into executive session to discuss personnel matters and a real estate transaction. The Board came out of executive session at 7:40 p.m.

Mr. Robertson made a motion to approve the pay increase for President Hunter (salary of \$125,050 effective October 1, 2004) as discussed in executive session. Mr. Klempa seconded the motion. Motion carried.

10. Next Meeting

The next Board of Governors meeting will be held on Thursday, October 28 at 5:00 p.m. in the President's Board Room.

11. Adjournment

Meeting adjourned at 7:40 p.m.

Minutes respectfully submitted by,

Linda K. Dudash
Administrative Assistant Sr.

Minutes approved by,

Anne Dieckmann-Harman
Board of Governors Secretary