

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

**Thursday, September 27, 2001 — 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 27 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, Dr. Darrell Cummings, Tom Danford, and Teresa Hemingway. Excused: Dr. Martha Dean and Jean Holloway. Participating by phone: David Robertson.

Mr. Gilmore welcomed Michele Blum who was covering the meeting for the Wheeling Intelligencer. Other guests included: Pat Henry, Business/Finance Manager; Garnet Persinger, Provost; and Michael Saporito, Student Senate representative.

3. Approval of Minutes (August 23, 2001)

Mr. Danford suggested an amendment to the minutes of the August 23, 2001 meeting. In the first sentence on page two, insert the word *term* before the word professional. Mr. Danford made a motion to accept the minutes of the August 23, 2001 meeting as modified. Ms. Botizan seconded the motion. Motion carried.

4. Board Chair Report

Mr. Gilmore stated that the July minutes did not reflect ratification of unquorumed actions from the June 6 retreat, which were: Board by-laws and administrative reorganization (Centers of Excellence and Student Success). Mr. Robertson made a motion to ratify all actions where insufficient quorum existed. Mr. Danford seconded the motion. Motion carried.

5. President's Report

Dr. Hunter introduced the following materials to the Board:

- Guidelines for submission of program review reports to the HEPC
- Recommendation by Academic Affairs/Assessment Committee of suggestions for revisions to the Multi-Year Process for Curriculum Evaluation (Board to take action this evening)
- Procedures Evaluation of Administrative Staff
- Underlying Principles of Evaluation
- Initiatives of Wheeling Campus Capital Development Plan
- Letter to Congressman Mollohan RE: WVNCC special projects
- Memo to Northern Panhandle legislators RE: Budget Digest Requests
- Results of Administrative Development (August 2000-August 2001)
- Conference Report from HEPC meeting of September 21, 2001 (significant actions were taken at the meeting)
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Although the Five-Year Capital Improvement Plan has not been finalized, Dr. Hunter said that it contains all necessary components which he then explained.

A discussion was held pertaining to the transfer of duties from the Higher Education Policy Commission to the Governing Board. Members received a list of HEPC rules designating whether the rule will be abolished by the HEPC, transferred to the Governing Boards, retained by HEPC or rewritten/new version adopted by the HEPC. Dr. Hunter stated that as each duty transfers from the Higher Education Policy Commission, the Board will promulgate their own rules.

Dr. Hunter stated that the HEPC is requiring the Board to report by March 31 all programs that have been evaluated and what have been adopted.

Concern was raised regarding conflicts of interest and voting by Board members when they are affected by the outcome. Mr. Robertson mentioned that hypothetical questions can be raised with the WV Ethics Commission and they will give an official response.

Dr. Hunter mentioned several ways in which the state is proceeding to implement SB653.

Performance indicators were discussed. Dr. Hunter mentioned the various ways in which key indicators come to us (Perkins Report, State Report Card).

Action will be taken on the Master Plan/Compact at the next Higher Education Policy Commission meeting.

Areas of evaluation which Dr. Hunter mentioned will be examined include: program, services and personnel.

The Higher Education Policy Commission is requiring institutions to develop a faculty merit plan. By the year 2005, all faculty increases will be made according to merit.

6. Staff Reports

A. Master Plan/Compact Revision

Ms. Persinger reported on what is happening with the Master Plan/Compact to date. She stated the College will identify what goals have been met for 2002. In addition, the College is looking to see if the Plan/Compact is in compliance with State requirements.

Baseline data has been received on employment of College graduates.

B. NCA Self-Study

Ms. Persinger reported that North Central peer reviewers will visit the College from March 24-26, 2003.

Individual work groups arranged by academic centers have been organized for the institutional analysis and self-study. To date, a guideline book has been developed and each group has submitted a plan on what is to be done.

The self-study committee has been formed with representation from each committee and constituent groups.

At this time next fall, the self-study group will review a report that will be submitted to the Board. Strengths, challenges, future issues and recommendations will be included in the report. Liaison between WVNCC and self-study reviewers, Dr. Robert Appleson, will facilitate the process. Reviewers will be identified by Dr. Appleson.

Northern will be one of the first institutions in the state showing how transition is made from a Board of Advisors to Board of Governors.

Updated reports on the self-study process will be distributed on a regular basis to the Board. Members wishing to view self-study information can access the web site at: <http://www.northern.wvnet.edu/~library/selfstudy/>. NCA requirements and criteria were distributed to the Board.

C. Finance Report

Mr. Henry reported that the year-end audit field work has been completed. A positive report was received by the College. Two open issues pertaining to the audit were:

- Fixed assets—regarding items that were disposed to Dunbar
- Footnotes to be added by the Chancellor
 - non-mandatory transfers of money
 - fund deficits (a contingency fund will be set up for underfunded College liabilities—accrued leave time).

Banner/Finance will “go live” on January 1, 2002. Business Office personnel are in training at the present time on this new program.

A quarterly report will be distributed to the Board at the next meeting. Once the new Banner system is up, the Board will receive monthly reports.

The Board received a report on capital debt. Mr. Henry explained where the College is regarding that issue and the charge if the plan were to be adopted.

7. Old Business

There was no old business to discuss.

8. New Business

A. Multi-Year Curriculum Evaluation Policy

A copy of the recommended policy on Multi-Year Curriculum Evaluation was distributed in the Board packet. Ruling from the HEPC states that a minimum of 20% of curriculum programs (there are 30 programs) are to be evaluated each year and a record of the results submitted to them by March 31.

Minor revisions to the policy were made by the Academic Affairs/Assessment Committee. Ms. Botizan made a motion to adopt the policy as amended. Dr. Cummings seconded the motion. Motion carried.

Mr. Danford indicated that he has put the policy on the web for review by faculty.

B. Five-Year Capital Improvement Plan and Special Projects Funding

Regarding a new procedural rule by the Higher Education Policy Commission, Dr. Hunter mentioned several important elements:

- A Facilities Master Plan required but not yet approved by the HEPC (to date, the College has not had an opportunity to present the plan),
- A Five-Year Capital Implementation Plan (although not in final form, components of the Plan were provided to the Board). Dr. Hunter defined the difference between plans above and below \$1 million. Since the College may not receive adequate capital monies from the state, it will need to generate dollars on its own.

Letters have been sent to Congressman Mollohan, Senator Byrd and Senator Rockefeller asking for support with four special projects: B&O park plaza (\$500,000); repair and replacement of windows (\$800,000); B&O viaduct remnant (\$150,000) and B&O uplighting (\$80,000).

Legislators have been contacted to assist with the following special projects on the Wheeling campus: renovation of the B&O (\$260,000) and Hazel-Atlas (\$180,000) HVAC systems as well as for the Center for Adult Learners and Developmental Education (\$115,000).

Dr. Hunter mentioned recent improvements made to the B&O and Hazel-Atlas buildings to enhance the appearance.

Also listed in the Five-Year Capital Improvement Plan is renovation of the Francis Creative Arts building in New Martinsville at an estimated cost of \$65,000.

Mr. Danford made a motion to approve the special projects and to give Dr. Hunter authority to complete the Five-Year Capital Improvement Plan in time for the October Higher Education Policy Commission meeting. Motion was seconded by Dr. Cummings. Motion carried.

9. Executive Session

Mr. Robertson made a motion that the Board hold an executive session relative to personnel matters. Ms. Botizan seconded the motion. Motion carried.

At the conclusion of the executive session, Mr. Gilmore appointed a sub-committee consisting of: David Robertson, Dr. Darrell Cummings and Tom Danford. Relative to the salary and employment of Dr. Hunter, Mr. Gilmore stated that a retainment agreement will be drafted. A second issue discussed was further study on presidential compensation of other community college presidents. The sub-committee will meet prior to the HEPC meeting on October 19.

10. Other

Mr. Gilmore stated that a resolution was signed for Russell Grimm.

Payroll increases were made in accord with the plan discussed at the August Board meeting (the plan came from the Chancellor's office). Faculty and staff have received memos on increases which will become effective on October 1.

Dr. Hunter mentioned that he spoke with Kay Goodwin, Secretary of Education and the Arts, last week about appointment of new members to the Board.

11. Adjournment/Next Meeting

The meeting adjourned at 7:30 p.m. The next scheduled meeting date is October 25 at 5:00 p.m. in the B&O Board Room. Due to holidays in the months of November and December, there is a conflict with Board meeting dates. Linda Dudash will poll members as to the most convenient meeting date in November (November 15 or November 29). An abbreviated meeting will be held in December in association with the Culinary Arts luncheon (date to be announced). Anyone who cannot attend meetings in person and would like to be conferenced in by phone should contact Linda Dudash at 233-5900, ext. 4201.

Minutes respectfully submitted by,

Approved by,

Linda K. Dudash
Executive Secretary to the President

David Robertson
Board of Governors Secretary