

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

**Thursday, May 27, 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, May 27, 2004 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: Brenda Botizan, Conner Boyd, Frank E. Gilmore, Anne Dieckmann Harman, Keith Jones, Orphy Klempa, David Robertson, Tom Danford, Mary Dudley and Zac Wycherley. Excused: Dr. Darrell Cummings and Danny Kaser.

Other guests included: John Daley, Dean of Instruction; Bob DeFrancis, Dean, Community Relations and Institutional Advancement; and Mike Koon, Vice President, Workforce and Economic Development.

3. Minutes of April 29, 2004

Mr. Danford asked that a correction be made to the minutes of April 29, 2004. Paragraph six under Commencement and Other Year-End Activities should read: The College Recognition Dinner was held on April 28 to honor those employees who have served the College and the State for the past 10, 15, 20, 25 *and* 30 years. Ms. Harman made a motion to approve the minutes of the April 29, 2004 Board of Governors meeting as amended. Ms. Botizan seconded the motion. Motion carried.

4. Board Chair Report

A. Board Chair Report

Mr. Jones reported that a training session will be held on September 24 at the Embassy Suites relative to Board of Governors relationships with presidents. Board accountability will also be addressed. Mr. Jones has confirmed his attendance. Others planning to attend are to inform the President's Office.

B. Nominations Committee

Mr. Danford reported that the Nominations Committee, consisting of himself, Danny Kaser and Anne Dieckmann Harman, met by phone and e-mail to determine a slate of officers for the upcoming year. The Committee agreed on the following: Chair: Keith Jones, Vice Chair: David Robertson and Secretary: Anne Dieckmann Harman. Mr. Danford made a motion that the Nominating Committee present these names as officers for next year. Mr. Wycherley seconded the motion. Motion carried.

C. Hearings and Petitions

There were no hearings or petitions.

5. President's Report

Dr. Hunter reported that the College made an agreement with J.D. Miller on the Warehouse Building. Mr. Miller has until August 31 to vacate the building. If the building is vacated by that time, construction on the College Square project could begin as early as September.

6. Administrative Staff Reports

A. Financial Report

No financial report was given due to the absence of Larry Bandi.

President Hunter stated that salary increases for FY2005 amount to \$200,000. Even with increases, the FY2005 budget is still in balance. Unit allocation work on the FY2005 budget will be done the early part of June. This will not affect the overall budget, but will give greater detail.

B. Academic Report

Mr. Daley reported that the College succeeded in getting grades and class lists on-line last semester.

Regarding class enrollment, next year's Nursing class is 90% full and both Surgical Technology and Respiratory Care are at full capacity. Respiratory Care will be extended to the Weirton Campus.

Both Phase I and II of WebCT training for faculty have been completed. Implementation of the program will provide students with on-line syllabi and e-mail to faculty members. Don Poffenberger and Pam Sharma will conduct part two of the training in June.

C. Foundation Report

Mr. DeFrancis reported on the Capital Campaign for College Square. He stated that the Foundation has requested breakfast and luncheon sessions be arranged for July 27, 28 and 29. The Foundation will meet on June 10 to determine the invitation list.

On May 26, the College learned that the second phase grant application for the windows in the B&O building was approved for \$260,000. This amount is subject to a match.

7. Old Business

A. Faculty Salaries

Dr. Hunter indicated at the April Board of Governors meeting that a method needed to be devised in order to grant faculty salary increases this year. That has been done; eleven faculty have earned a \$3,000 increase.

Faculty Salary Policy was presented to the Board for second reading. Mr. Danford made a motion to approve the Faculty Salary Policy as presented. Mr. Gilmore seconded the motion. Motion carried.

Relative to classified staff salaries, Dr. Hunter reported that approximately 25% of classified staff are now fully funded.

B. FY2005 Budget

The second reading of FY2005 Budget was not discussed due to the absence of Larry Bandi. There were some revisions from the first reading. Second reading of the FY2005 Budget will be on the June 24 Board of Governors agenda.

Mr. Robertson suggested that Mr. Bandi mail financial statements to the Board upon his return from annual leave.

8. New Business

A. New Policy Proposals (1st Reading)

Policy proposals on first reading included: Administrators with Faculty Rank Teaching Responsibility, Cancellation of College Classes, Emeritus Status for Retired Faculty, Equal Employment Opportunity and Affirmative Action, Faculty Professional Development, Full-Time Faculty Appointment and Status, Full-Time Faculty Termination, HEAPS, Holidays, Sabbatical Leave, Sick and Emergency Leave, Tracking Written Student Complaints, Use of College Property.

- **Sabbatical Leave Policy:** Regarding the Sabbatical Leave Policy, Mr. Danford stated that he and Dr. Hunter discussed the policy and agreed that the way the policy is written denies sabbatical leave indefinitely. Mr. Danford stated he is not comfortable in adopting the policy with the present language. Mr. Danford asked that the Sabbatical Leave Policy be placed in abeyance until he has an opportunity to speak with full faculty when they return in the fall to discuss incorporating language that would provide an opportunity for sabbaticals in the future should an opportunity arise. Dr. Hunter agreed to pull the Sabbatical Leave Policy and return it to the Board agenda in the fall.
- **Equal Employment Opportunity and Affirmative Action:** Mr. Wycherley made a motion to delete the last sentence of the EEO/AA Policy. Ms. Harman seconded the motion. Motion carried.

Mr. Koon reported that the State will be doing a new audit this year on EEO.

- **Use of College Property:** Mr. Danford made a motion that the word *patient* be replaced with *medical* in the first sentence under Private Information on page two. Ms. Harman seconded the motion. Motion carried.
- There were no suggested changes to the remainder of the policies.

All policies will be placed on the June 24 Board agenda for second reading.

9. Executive Session

Mr. Jones entertained a motion to go into Executive Session to consider personnel matters/organization. Mr. Klempa made a motion to enter into Executive Session and Ms. Botizan seconded the motion. At 5:55 p.m. the Board entered into Executive Session.

Ms. Harman moved and Mr. Danford seconded that the Board come out of Executive Session at 6:50 p.m.

10. Adjournment/Next Meeting

The Board adjourned at 6:50 p.m. The next Board of Governors meeting is scheduled for June 24, 2004 at 5:00 p.m. in the B&O Board Room.

Minutes Respectfully Submitted by,

Approved by,

Linda K. Dudash
Executive Secretary to the President

David Robertson
Secretary