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

**Thursday, February 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, February 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: Larry Bandi, Tom Danford, Frank E. Gilmore, Anne Dieckmann Harman, Teresa Hemingway, Danny Kaser, Teri Meeker and Dr. Cathy Sistilli. Participating by phone: Brenda Botizan. Excused: Dr. Darrell Cummings, Keith Jones and David Robertson.

Other guests included: Bob DeFrancis, Dean, Community Relations and Institutional Advancement; Dr. John Jones, Dean, Computer Information and Communications Technologies; Mike Koon, Vice President, Workforce and Economic Development; and Garnet Persinger, Provost.

3. Approval of Minutes (January 23, 2003)

Ms. Harman stated that her name should be removed from those listed as present at the January 23, 2003 meeting. Mr. Gilmore made a motion to approve the minutes of the January 23, 2003 meeting as modified. Ms. Harman seconded the motion. Motion carried.

4. Board Chair Report

A. Hearings and Petitions

On behalf of the Board, Mr. Gilmore extended thanks to various members of the College who participated in Higher Education Day activities on February 4 in Charleston. While in Charleston, Dr. Hunter presented the status of the College to Northern Panhandle legislators and made an appeal to them for additional funding for special projects for WV Northern.

Dr. Hunter reported that a meeting of the Vision Committee was held prior to the Board meeting to discuss what the College will look like in the future. The main topic of discussion was the creation of a central campus--"College Square." This concept would eliminate some of the issues with parking. The Vision Committee agreed to recommend this concept to the Board and ask the Board's support to move forward with the "College Square" concept looking at either an

creation of a central campus--"College Square." This concept would eliminate some of the issues with parking. The Vision Committee agreed to recommend this concept to the Board and ask the Board's support to move forward with the "College Square" concept looking at either an addition to the back of the B&O building or encompassing the gas building. Plans for the long term would be to move out of the Hazel-Atlas building. Chancellor Mullen is supportive of a "College Square" where the two Wheeling campuses would be brought closer together. The Vision Committee asked the Board's support in moving forward with asking the Chancellor and Dr. Hunter to summarize a concept and look for some additional monies in the range of \$10 million.

The Vision Committee is looking at the prospect of having the campus completed in three to five years with work toward the Hazel-Atlas building becoming the center for the Culinary Arts and Nursing programs or consolidating the two buildings in a structure that would accommodate the entire College.

Ms. Harman made a motion that the Board supports the Vision Committee in their effort to pursue the possibility of the "College Square" concept and authorizes the Committee to take action. Mr. Danford seconded the motion. All were in favor to move forward with Dr. Hunter being responsible for modifying the Master Plan.

B. Board Exercise on NCA End-Statement

An exercise was performed by the Board as a preface to a self-evaluation of the committee in drafting an End-Statement for the NCA visit in March. An End-Statement will be crafted within the next week based on questions/answers that are attached. Once prepared, the statement will be sent to the Board to canvas their vote on the appropriateness of the report.

5. President's Report

Dr. Hunter reported that the problem with the HVAC systems has been raised to an emergency level. He has met with various legislators who have pledged their support to the emergency needs of the College. Key legislator in this effort is Senator Larry Edgell; however, Senator Jerry Mezzatesta has also pledged his support stating that he would put \$60,000 into the budget for this year for the B&O building and \$280,000 next year for the Hazel-Atlas building.

The HVAC systems being raised to emergency level has helped to follow up on the personal relationships established from letters for Stand Up for Northern! and Higher Education Day.

The College is set to do the renovation of the B&O building. Problems with the HVAC in the B&O building should be corrected before the fall semester begins.

Along with Chancellor Mullen's support of the new "College Square" structure, he pledged to Dr. Hunter that the College would not have a problem with money if the bond issue was passed. WV Northern would receive \$2.2 million which comes from the original Master Plan. However,

surmising what would occur if the College did not receive the bond issue money and the Chancellor was unable to deliver on his pledge of finding the \$250,000.

Dr. Hunter reported that the legislature is now considering another bill which would provide significant new flexibility coming to the local Governing Board. If this legislation is adopted, the Board will be strengthened.

6. Staff Reports

A. Self-Study

Ms. Persinger distributed a Comprehensive Self-Study Report (three booklets) dated January 2003 and indicated that the same materials went to the NCA Team, HEPC and the NCA office. Ms. Persinger reviewed the materials with the Board. In the criteria at the end of each chapter are questions which are the College's own self-evaluation. Areas being worked on include: strengths, challenges, future issues and recommendations. Ms. Persinger explained the process the NCA Team will go through during their review. After review of all information, recommendations and concerns will be presented to the College. (WV Northern will request re-accreditation for ten years.)

Other information requested by the NCA Team is a report on data--these are required forms they provide for the College to complete. The Blue Book for faculty, staff and the Board of Governors is additional information (basic institutional data report) included behind the forms and broken out by campus. Excerpts from the State Report Card have been included. This information allows the College to compare itself to other colleges. Information from the state report card is on the HEPC web site: www.hepc.wvnet.edu.

Financial audit reports for the last two years was requested by the NCA Team as well as a copy of the Assessment Plan.

Ms. Persinger informed the Board of the names of the NCA Team members. Information on Team members will be furnished to the Board. On March 24, the NCA Team will meet with the President, administrative team, faculty, staff and students on the Wheeling campus. On that evening, the Board of Governors will meet and dine with them in the Culinary Arts Dining Room. On Tuesday, they will visit each of the other campuses. Friends of the College representatives will be on each campus. On March 25, the exit interview will be held.

Mr. Bandi congratulated everyone who has been involved in the Self-Study process.

B. Finance Report

A financial report from Pat Henry was distributed. The Board asked that answers to the following questions be provided to them prior to the March meeting:

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- Are benefits proportionate to wages?
- Regarding the two vehicles that are ready to be turned in, is the College analyzing if it is more economical to rent vehicles or develop a new lease agreement?
- Can variances be added to the financial report--(current FY to date where a per cent is listed)?

C. Foundation Report

At the last meeting the Board indicated that it would be a good idea to do a consultation with the legislature. Mr. DeFrancis reported that the College took this to the Foundation Executive Committee and they, as well as the full Foundation Board, concurred. A contract was signed between the Foundation and Spilman, Thomas and Battle. A cap of \$2,000 for this contract is in effect. Mr. DeFrancis will report back to the Board on expenses and what they have accrued to if any.

7. Old Business

There was no old business.

8. New Business**A. Resolution of the WVHEPC**

The Board received a copy of the resolution of the West Virginia Higher Education Policy Commission adopted February 21, 2003 which provides greater institutional flexibility in purchasing, personnel management, risk management and construction financing; and preservation of institutional autonomy in pricing tuition--colleges cannot increase tuition above three per cent.

9. Adjournment

Meeting adjourned at 7:00 p.m.

Minutes Respectfully Submitted By,

Approved By,

Linda K. Dudash

David Robertson

**Board End Statement
Self-Study for Re-accreditation**



This Board was installed in July 2001 and has met regularly in the exercise of its oversight and fiduciary responsibilities since that time. The Board has held two Board retreats and on both occasions has addressed the Self-Study for re-accreditation. In fall 2002, the Board adopted a "Protocol for Assessment" consisting of a series of staff reports with discussion on the various elements of assessment.

An exercise was performed by the Board for the purpose of drafting this End Statement on February 27, 2003. As a platform for the discussion, the Board used the attached NCA document. The following minutes provide a summary of the Board's discussion:

1. What is the source of our authority?

The Board was enabled by legislation adopted in June 2000 from SB653 (the legislation that created governance structure for the College). Using SB653 as a guide, by-laws were adopted.

2. What is the method by which the Board carries out its responsibility for financial oversight and fiduciary security of the institution?

The Board is responsible for appointing an auditor and having the auditor report back to the Board on an annual basis. Financial performance is reported on at each meeting (Monthly Statements). The College has hired a separate internal auditor rather than depend solely on State auditors.

3. Is the Board sufficiently representative?

Representation comes from all areas of the service region. There is a Democratic and Republican balance, gender balance and representation from faculty, staff and students.

4. How does the Board carry out its functions and execute its decisions?

Through adoption of Policy and Budget with execution through the President.

5. Is the relationship with the office of the President effective and conducive to mutual understanding?

Yes, because of the amount of communication that occurs between the Board and the President--not only through Board agenda booklets but through a variety of memos, e-mails and other documentation.

6. Does the Board function in accordance with stated policies and principles?

There is continuing attention to clarification of the Board role and analysis of its performance. Dr. Hunter commented that the Board has a very good sense of unity.

7. Does the Board have the resolve necessary to preserve the institution's integrity?

The current budget situation is a good example. Decisions have been made based on evaluation to cut programs. Board members are diverse in jobs and responsibilities but committed to the institution as a whole. The Board is cognizant of each other's viewpoints – this is inherent in the way the Board operates.

8. Does the Board's governance have adequate and appropriate connection to the institution's constituencies?

Yes, a historical perspective of higher education governance in the State – it comes from a historical perspective and extends to all new governing boards.

9. Is the Board confident that the college has the plans as well as planning processes necessary to ensure the institution's continuance?

- A. Evolving governance
- B. Stand Up for Northern Campaign
- C. Vision Committee charge and recommendations--Facilities Master Plan
- D. The Board reviews and approves the strategic plan and a six-year Compact.
- E. Relationship with the Foundation Board, relationships developed with legislators and Friends of the College--all instrumental in the planning process.

10. Are Board members aware of the time commitment required to fulfill their obligations to institutional governance?

Yes. A good attendance record demonstrates that Board members recognize this. Reaffirmation of membership is considered on an annual basis. This allows members to really think through their position on the Board.

11. Are members faithful in attendance?

Yes. An attendance policy is enforced. The President's Office is responsible for tracking attendance. An attendance record is attached.

12. Is the Board satisfied that the college's mission and vision statements are appropriate and compelling?

The Board has reviewed and gave approval - yes. Documents show that the College is continually changing, but there is a solid foundation for integrity and identity as a comprehensive community college.

13. **Does the Board receive sufficient analytical reports and other types of information that are necessary for its oversight?**

“I think we are getting sufficiently informed.” “I can’t think of anything that was left out.” “The Board has been introduced to the web system and is able to obtain information from there.” E-mail is also used for transmission of information. Guest speakers have proven to be very informative.

14. **Is the Board sufficiently aware of the college’s efforts to conduct ongoing assessment of programs on services, and does it have awareness of the self study process used for application of re-accreditation?**

The Board is aware of the assessment of programs since it has been involved in eliminating and maintaining some. The Board adopted an Assessment Protocol, which has been used for the past five months.

15. **In the Board’s judgment, does the governance and administration of the college have the structure, policies and resources to achieve the mix of programs and students clientele as specified in financial and enrollments management plans? to demonstrate institutional accountability? to focus on a dynamic environment for students and faculty?**

The Board expressed concern about current financial crisis in WV. However, our enrollment has increased. Efforts have been undertaken with Dr. Hunter and others to make the legislators and HEPC more aware of our needs. Quality service is provided to students even though there is a lack of financial resources. This is an on-going problem with which the College struggles. The College does its best with the resources provided and strives continually for improvement. We are “doing more with less” and are accountable.

Board of Governors
West Virginia Northern Community College
2/27/03