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

**Thursday, May 22, 2003 — 4:45 P.M.
New Martinsville Regional Campus**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, May 22, 2003 on the New Martinsville campus.

Those in attendance were given a tour of the New Martinsville facility by Sharon Campbell, New Martinsville Campus Executive Director, who hosted the meeting. Mr. Gilmore thanked Ms. Campbell for the tour and commended her on the maintenance of the building.

Mr. Gilmore announced that his term on the Board will officially end on June 30, 2003. Special recognition was given to Ms. Persinger who will retire on June 30, 2003. Mr. Gilmore presented Ms. Persinger with a certificate and gift from the Board.

1. Call to Order

Mr. Gilmore called the meeting to order at 6:40 p.m.

2. Roll Call

Roll call was taken by Linda Dudash. Members in attendance were: Larry Bandi, Brenda Botizan, Tom Danford, Frank E. Gilmore, Teresa Hemingway, Keith Jones, Teri Meeker and David Robertson. Participating by phone: Anne Dieckmann Harman and Pat Henry. Excused: Dr. Darrell Cummings, Danny Kaser and Dr. Cathy Sistilli.

Guests included: John Daley, Academic Director for IT, Business Studies and Culinary Arts; Bob DeFrancis, Dean, Community Relations and Institutional Advancement; Dr. John Jones, Dean, Computer Information and Communications Technologies; Mike Koon, Vice President Economic and Workforce Development and Garnet Persinger, Provost.

3. Approval of Minutes (April 24, 2003 and May 11, 2003)

Mr. Gilmore asked that a correction be made under item 5B, Tuition Increase Defense, on page two of the draft minutes of the April 24, 2003 Board of Governors meeting. The action taken should read: After much discussion, *Mr. Danford* (rather than Mr. Gilmore) made a motion to authorize Dr. Hunter to have a conversation..... Ms. Botizan made a motion to approve the minutes of the April 24, 2003 meeting as amended. Mr. Bandi seconded the motion. Motion carried.

Mr. Jones made a motion to accept the minutes of the special Board meeting held on May 11, 2003 as presented. Mr. Danford seconded the motion. Motion carried.

4. Financial Report

Mr. Henry gave a monthly financial report (copy was included in Board agenda packet). He stated that May 15 is the cut-off date for purchases for FY2002-2003.

Mr. Henry stated that Lou Costanzo will be available to meet with the Board in July to give an overall financial report.

Board members asked to see a prior year to current year budget comparison, fiscal year month end report and fiscal year to date report. Mr. Henry agreed to submit this information with the May budget report.

5. Board Chair Report

A. Hearings and Petitions

There were no hearings or petitions.

B. Board Officer Elections for 2003-2004

The Nominating Committee, led by Mr. Danford, presented the following slate of officers for election for 2003-2004: Chair: Keith Jones; Vice-Chair: Larry Bandi; Secretary: David Robertson. Nominations were opened. Ms. Botizan made a motion that nominations be closed. Mr. Danford seconded the motion. Hearing no nominations from the floor, the Board approved closing the nominations.

Ms. Botizan made a motion to accept the Nominating Committee report as submitted and that the slate be accepted for acclamation. Mr. Danford seconded the motion. All were in favor.

6. President's Report

A. Tuition Increase

By consensus of the Board at the April 24, 2003 meeting, Dr. Hunter reported that he spoke with Chancellor Mullen regarding the WV Northern tuition increase. The issue has been resolved and authority granted for WV Northern to charge \$73 per credit hour for tuition.

B. HB2224 Policy Implications

Dr. Hunter referred to the score sheet included in the Board packet regarding HB2224. The table shows where the College stands regarding the policies listed. Action on the policies was not requested this evening. Recommendations will be published for the college community in the

June Liaisons. Everyone is encouraged to provide feedback by June 20. If the Board does not meet in June, action will be taken in July.

Consortium with Southern West Virginia Community and Technical College and West Liberty State College was discussed. Sharing resources with WLSC in administrative functions was discussed.

A study conducted by Chancellor Mullen has determined that there are too many low enrollment courses. His solution to the problem would be to cut down on these courses and initiate guidelines for improvement of faculty/student ratio but not eliminate accountability. Dr. Hunter stated that the broader criteria the College must identify is how to measure effectiveness of programs.

The Mercer salary schedule was discussed. Dr. Hunter stated that it would cost the College \$180,000 to place all staff on the proper place on the salary scale; he stated that faculty must be treated equally, and this would then raise the cost to WV Northern to \$400,000. If the College is unable to implement these requirements because it does not have the money, Dr. Hunter would ask the Board to ask HEPC and the legislature to provide funding to meet the mandates.

C. Tuition and Fees Policy

Dr. Hunter stated that he will produce an analytical paper on the Tuition and Fees defense process within the next month. A copy of an e-mail message from President Hunter to Jim Skidmore regarding the policy was distributed to the Board in the May 22 agenda packet.

D. Peer Selection

Mr. Koon reported that the College has an old peer selection list. Dr. Hunter stated that the funding formula and peer selection will be on future agendas.

E. HB2224 Policy Drafts

Mr. Danford referred to HB2224 which states that the Governing Board with advice and assistance of Faculty Senate shall establish a policy regarding part-time faculty. He stated that he was uncomfortable with the draft policy for Full-time/Part-time Faculty Ratio which was developed without advice of faculty. Dr. Hunter stated that the policy is only a recommendation and no action was required since it has not yet gone through the College governance system. Dr. Hunter invited Mr. Danford to sit in on a meeting he has scheduled with Faculty Senate officers on June 15 regarding the policy. Data is available on full-time/part-time faculty ratio through the American Association of Community Colleges.

F. Strategic Planning

Dr. Hunter reported that notes on strategic planning have been widely distributed. One issue of the strategic agenda for the new fiscal year is integration of the Wheeling Campus. The Vision Committee will meet with city administrators and David McKinley to discuss the venture. President Hunter completed a strategic outline that will be presented to Senators Rockefeller and Byrd and Congressman Mollohan asking for their support.

A year-end evaluation statement of the College will be completed in June and a planning retreat scheduled.

Board members were asked to come to the July meeting prepared to present their top five strategic issues. Linda Dudash will send a reminder to the Board prior to the July meeting. Dr. Hunter and Mr. Gilmore will send a memo to the Friends of the College asking for their input.

7. Staff Reports

A. Academic Report

Ms. Persinger reported that a great deal of professional and academic development is going on this summer in the area of retention issues. A mixture of faculty and staff have conducted an all day workshop with an external consultant relative to MIS development.

A DACUM workshop will be held the first week of June. Later in June, several faculty members will attend a workshop in systematic construction design at Ohio State.

Faculty Senate will conduct a Critical Thinking Workshop in the fall.

B. Foundation Report

Mr. DeFrancis informed the Board that the Foundation sponsored the Recognition Banquet on April 23. The Foundation pays for recognition pins, dinners for those who are honored and clocks for the retirees.

Regarding the warehouse property, Mr. DeFrancis reported that authorization was given to discuss an option with intent to purchase the warehouse property. Mr. Robertson recommended that President Hunter negotiate and come back with a recommendation at the July meeting. Mr. Bandi made a motion to accept Mr. Robertson's recommendation. Mr. Jones seconded the motion. Motion carried.

Mr. DeFrancis reported that the Foundation received \$25,000 of unrestricted money. It will be added to the B&O building fund to use as part of the \$45,000 needed for the windows project. This gift is to be kept confidential and there will be no publicity.

C. Workforce Development Report

Mr. Koon reported that workforce training numbers will be down this year due to the economy. There will be approximately 34,000 hours of training. Workforce development is currently working three new programs into its schedule: (1) deaf interpretation training - partnership with RESA, (2) para-professional program, and (3) continued work with retail development partners.

8. Old Business

FY2004 Budget

Mr. Henry stated that the FY2004 budget is the same one which was distributed and discussed at the April 24, 2003 Board meeting with minor tweaking.

After much discussion regarding the FY2004 budget, Ms. Botizan entertained a motion for approval of the budget with a projected revenue as stated and a balanced budget with recommendation that the President and Mr. Henry make modifications to effect balance. Mr. Bandi seconded the motion. Motion carried.

9. New Business

A. Tuition Reciprocity Agreement

Mr. Henry reported that the state of Ohio is willing to go forward with the Tuition Reciprocity Agreement (copy included in Board agenda booklet) with the same terms as last year. The agreement will be for a period of two years. Mr. Bandi made a motion to approve the Tuition Reciprocity Agreement as presented. Mr. Danford seconded the motion. Motion carried.

B. Small Business Management Program

Ms. Persinger reported that the Small Business Management Program (a certificate program) was the only program scheduled for review this year. It was recommended that it be continued with some minor revisions with continued work on graduation rates and improvement on mathematic skills. John Daley, Academic Director, was in attendance to answer questions. Mr. Daley addressed the issue of math concerns and distributed new information. Mr. Danford made a motion to approve the program review for Small Business Management. Ms. Hemingway seconded the motion. Motion carried. Revisions do not have to be part of the report that goes to HEPC.

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10. Other

Mr. Gilmore reported that this was the final meeting for Ms. Hemingway and Ms. Meeker. Ms. Hemingway will be replaced by Zac Wycherley and Ms. Meeker will be replaced by Mary Dudley. Chair Gilmore thanked both members for their contributions to the Board.

11. Next Meeting

The next Board meeting will be held on July 24 in the President's Board Room on the Wheeling campus beginning at 5:00 p.m.

12. Adjournment

Mr. Gilmore thanked Board members, President Hunter and his staff for their help during his past two years on the Board of Governors. He stated that he will continue to serve on the Board after June 30 if the Governor so chooses. Mr. Bandi and Ms. Botizan thanked Mr. Gilmore for his leadership on the Board.

The meeting adjourned at 8:05 p.m.

13. Executive Session

Mr. Robertson made a motion that the Board meet in executive session to discuss the President's evaluation. Ms. Botizan seconded the motion. Motion carried.

Minutes Respectfully Submitted By,

Approved By,

Linda K. Dudash

David Robertson