

OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, February 28, 2002 — 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 28 in the B&O Board Room.

1. Call to Order

Mr. Gilmore called the meeting to order at 5:05 p.m.

2. Roll Call

Roll call was taken by Linda Dudash. Members in attendance were: Dr. Darrell Cummings, Tom Danford, Dr. Martha Dean, Frank E. Gilmore, Anne Dieckmann Harman, Teresa Hemingway, Jean Holloway, Keith Jones, and David Robertson. Excused: Michael Saporito and Dr. Cathy Sistilli. Participating by phone: Brenda Botizan.

Other guests included: Michele Blum, Wheeling Intelligencer, Bob DeFrancis, Dean, Community Relations and Institutional Advancement; Pat Henry, Business/Finance Manager; Dr. John Jones, Dean, Computer Information and Communications Technology; Mike Koon, Dean, Economic and Workforce Development; and Garnet Persinger, Provost.

3. Approval of Minutes (January 24, 2002)

Ms. Botizan made a motion to accept the minutes of the January 24, 2002 meeting. Mr. Danford seconded the motion. Motion carried.

4. Board Chair Report

A. Hearings and Petitions

Mr. Gilmore announced that there were no hearings or petitions.

5. President's Report

A. Update on State Matters

Dr. Hunter reported that the Board will receive additional information on a policy level as the HEPC continues its review of State Policy, Rules and Regulations.

An up-to-date report on HEPC data in areas that affect the college was presented by Dr. Hunter. Tuition was the first item of concern. Dr. Hunter mentioned that the limit on the local Board regarding tuition would be that the Board tuition would be capped at 25% of cost of instruction. With a 25% cap on tuition, the College's tuition would stabilize. This was regarded as a definite advantage by the President. A tuition increase of \$1 this year and \$1 for each of the next five years has been recommended by the internal Budget Committee.

B. FY2003 Budget

Due to a budget erosion occurring, President Hunter stated that PEIA fees, normally paid by another agency, will be paid by individual institutions. Therefore, the College must build \$54,000 into the budget that didn't have to be put in last year. Adding to that, BRIM must also be paid by the College. New mandated costs due to shifts from other agencies will cost the College an additional \$105,000 in FY 2002-03.

Regarding salary increases, Dr. Hunter reported that the Governor's budget has suggested salary increases although it is uncertain what stand the legislature will take. Faculty will move to a merit salary plan.

If the legislature approves salary increases but doesn't provide monies in the base budget, the College will not be able to provide salary increases next year. However, if the legislature appropriates monies for salary increases but doesn't include it in the base budget, across-the-board increases will be made in FY 2002-03. Case two would not build the increase into the permanent salary since the money would not be available next year if it is not part of the base budget.

Capital indebtedness, bond issues, and the Chancellor's restructuring of the debt were also mentioned by President Hunter. The most likely method of restructuring the debt described by Dr. Hunter was the "proceeds method."

Dr. Hunter explained that Special Projects Funding, previously referred to as the Budget Digest, are special needs projects of colleges in the system which may be authorized by the legislature. Northern has submitted several Special Projects.

C. Tuition Reciprocity Agreement

The Ohio Board of Regents asked that an amendment be made to the Tuition Reciprocity Agreement between West Virginia Northern Community College, Belmont Technical College and Jefferson Community College. The amendment stated that the agreement would be adopted for this year and next and then reviewed to determine if the agreement is working to mutual advantage. Dr. Hunter asked the Governing Board for approval of the addendum which changed the agreement from a five-year agreement to a two-year agreement. Mr. Robertson moved for adoption of the amended resolution between West Virginia Northern Community College and the Ohio Board of Regents. Dr. Dean seconded approval of the addendum. Motion carried.

D. Eastern Financial Aid Contract with Addendum

Although the Financial Aid Contract with Eastern Community and Technical College was adopted at the last Board meeting, an addendum to the contract was needed in order for the College to protect itself from the risks of having provided financial aid to Eastern (contract expires on June 30, 2002). Dr. Dean made a motion to adopt the addendum to the Financial Aid Contract with Eastern. Mr. Danford seconded the motion. Motion carried.

E. Brokered Programs with Eastern

A copy of the Contract for Brokered Programs, Courses, and Services between WVNCC and Eastern West Virginia CTC was distributed to Board members. It was noted that the contract expires on June 30, 2002. Dr. Hunter asked the Board's approval of the contract. Mr. Danford made a motion to endorse the contract as presented. Dr. Dean seconded the motion. Mr. Robertson suggested that Mr. Danford's motion encompass the motion to adopt the contract as well as ratification of actions taken in accordance with the terms of the contract encompassing July 1, 2001 to the current date. Motion carried.

F. Personnel Policies/Procedures Manual

Work will be done through the remainder of the semester to streamline the WVNCC College Policy and Procedures Manual. Notebooks containing a compendium of all State rules and policies will be retained in each campus library. Eventually, the goal is to provide for the College community a 1" binder of policies, procedures and standards. As an example of the type of binder to be distributed to College personnel, a copy from Cambria County Community College was distributed to Board members.

6. Staff Reports

A. Academic Report

Ms. Persinger distributed a list of programs at Northern in which students are majoring. It included the number of students for fall 2001.

Ms. Persinger stated that a number of programs will be evaluated in the fall as a result of the adoption of the Multi-Year Curriculum Evaluation Program. Program Evaluation Reports will be distributed to the Board next month.

Ms. Persinger reported that the College is undergoing a self-study. NCHEMS has been employed to evaluate academic assistant programs at each of the State colleges showing how well students are meeting academic outcomes. Information was submitted today for review in March.

B. Second Quarter Financial Statement

Board members received in their agenda packets a copy of the Second Quarter Financial Statements. Mr. Henry gave a report on the statement.

C. Banner V Transition

Dr. Hunter reported that the College is migrating to the GUI version of Banner and explained that Banner is a database for all student records. He mentioned that the College has contracted with WVNET in Morgantown for database service.

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Ms. Persinger reported that a major portion of the Title III grant is aimed at Banner training for faculty and staff. Web-based products will be added to the training mode prior to September 30. Ms. Persinger reported that she met with SCT Banner people yesterday.

D. ATM

Dr. Jones reported that the College has received billing from ISC (Information Service and Communication) who were in charge of purchasing lines from Verizon and other local access carriers. He stated that the College has been requesting a reduction in the DSIII pipes for more than 1 ½ years but continues to receive bills for the DSIII's and other circuits. Therefore, the College is challenging a portion of the billing in the amount of \$54,000.

Dr. Hunter mentioned that the College has documentation of what has transpired between WVNET and Verizon and has sent the information to Chancellor Mullen with a copy to Henry Blosser of WVNET. The College does not have a signed formal contract with WVNET, but apparently the State does.

7. New Business

Dr. Hunter informed Board members that HEPC rules and policies (list distributed to Board members) are contained in a blue compendium notebook displayed in the Board Room and are also available on the web.

Board members received a memo outlining the method being followed in the policies and procedures handbook.

HEPC is getting ready for discussion of community college mission. In preparation, a paper on community colleges has been prepared. The Board received a copy of a memo sent to Jim Skidmore in response to the community college paper.

Mr. Koon reported that the College submitted a HP3009 grant where a business or industry pays 50% of the cost of training and the College pays the other 50%. A proposal for Orrick training was funded in the amount of \$129,000. Orrick will purchase and install equipment at their location for telecommunications courses with WV Northern coordinating their activities.

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8. Adjournment/Next Meeting

The meeting adjourned at 7:05 p.m. The next scheduled meeting date is March 28 at 5:00 p.m. in the B&O Board Room. 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