

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

**Thursday, December 5, 2002 — 11:00 A.M.
Holloway Dining Room - Hazel-Atlas Building**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, December 5, 2002 in the Holloway Dining Room in the Hazel-Atlas Building.

1. Call to Order

Mr. Jones called the meeting to order at 11:00 a.m.

2. Roll Call

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

Other guests included: Bob DeFrancis, Dean, Community Relations and Institutional Advancement; Pat Henry, Business/Finance Manager; Dr. John Jones, Dean, Computer Information and Communications Technologies; Mike Koon, Vice President, Workforce and Economic Development; Grace Norton, member of the President's Quality Assessment Team; and Garnet Persinger, Provost.

3. Approval of Minutes (November 21, 2002)

Minutes of the November 21, 2002 meeting were not yet distributed to the Board. Approval of minutes of the November 21, 2002 meeting will be on the January 23, 2003 agenda.

4. Board Chair Report

A. Hearings and Petitions

Mr. Jones stated that there were no hearings or petitions.

5. General Education Assessment

Grace Norton, member of the President's Quality Team on Assessment, gave a presentation on general education assessment. Issues on which Ms. Norton spoke are as follows:

- Does WVNCC have a statement of goals for general education?
- If WVNCC does have a statement of goals, who established these goals and how long have they been in effect?

- Are the courses meeting general education requirements supposed to address at least some of these goals? If so, who makes sure that this is the case?
- Who is responsible for general education?
- What methods are used to assess general education?
- How have the results of assessment in general education been used to improve or otherwise change the program?

Ms. Norton explained that preliminary analysis of the most recent Master Course Guides available has been completed for 29 courses. A copy of that assessment was distributed to the Board. Dr. Hunter stated that the process described by Ms. Norton is what NCA looks at in their assessment.

Ms. Norton stated that general studies need to be treated like a program and a recommendation will be made that it have a program as well as a coordinator whether the Board requires it or not. The College Leadership Team for Assessment (CLTA) has developed a format for all program reviews. Three programs will be assessed this year and up to five more next year. A process will be in place for identifying student achievement and developing specific contents and outcomes. Dr. Hunter explained the need for the process to continue through and beyond the NCA visit.

6. Compact Data Presentation

Ms. Persinger gave a PowerPoint presentation on the Uniform Statewide Compact Data Report. Copies were distributed to the Board. (The narrative part of the Compact Report has already been approved.) Goals have been established and submission must be made to the State by December 15. Board approval is required for the Compact Report. Some of the data on the report is provided by HEPC and some of the data is provided by WV Northern. The one area in which the Board can have say over is the goal year, which is 2006-2007. Definitions of factors that impact the Statewide Compact Data Report were distributed. The report, however, does not reflect information on part-time students. The reason for this is that the State has based it on a four-year model.

Regarding economic development, Ms. Persinger stated that Mr. Koon would explain the funded dollars which are external dollars for activities that are done by the College. Information was provided on licensure results and cost per student.

Faculty and staff are being surveyed to determine the number of public service hours in which they are engaged in their own discipline.

Mr. Danford made a motion to accept the principles of the Compact data with final review of the numbers by administration and allowance that the President can make any changes he deems necessary. Ms. Hemingway seconded the motion. Motion carried. Dr. Hunter stated that this issue will come up on the Board agenda when there is a quorum. Ms. Botizan can reserve her

vote until that time (she did not receive a copy of the Compact Data Report since it was distributed at the meeting.) Mr. Danford suggested that an electronic copy of the data be sent to the Board prior to it being sent to Charleston. The Board voted to approve the principle; if there are any changes, the Board will make modifications.

Dr. Hunter reported that the State has mandated an immediate 3.4% decrease in this year's budget. The College must find ways in which to make a savings of \$205,000. President Hunter also stated that the College will not receive an exemption from the 10% decrease for FY2004.

Dr. Hunter explained that this year's baseline budget will be used to calculate the reduction for FY2004. Using the base for FY2004, the College will need to make a 13.4% reduction in the budget next year. However, the Chancellor indicated that it was uncertain as to whether or not 13.4% is the final figure.

Looking at Perkins funding, Dr. Hunter reported that the Bush administration is considering eliminating the funding in order to cover the war on terrorism. If this should happen, the College will lose \$275,000 in funding. There is also the possibility that PEIA medical insurance may increase.

Due to extreme budget cuts, significant shifts in administrative organization are likely to occur. However, President Hunter expressed his belief in growing the College's academic programs in spite of the budget crisis.

7. Foundation Report

Mr. DeFrancis reported that the Foundation has authorized him to discuss with Bob Robinson how his in-kind contribution can be honored by the College. It is expected that purchase of the Robinson property (off 19th Street near the B&O building for College parking) can be wrapped up before the end of the year. The Board will be surveyed by telephone on the final proposal.

8. Old Business

A rebuttal was submitted to HEPC regarding special projects and capital facilities. Dr. Hunter reported that HEPC accepted one rebuttal and moved the College Science Lab project up but did not move the HVAC project. Dr. Hunter expressed reservations about the College receiving bonding. If WV Northern does not receive bonding, Southern West Virginia Community and Technical College will move up the list to priority two. President Hunter made this point to Chancellor Mullen.

Mr. Danford made a motion to have Mr. Gilmore write a letter to John Hoblitzell and J. Thomas Jones on proposed special project priorities for WV Northern. Ms. Botizan seconded the motion. Motion carried.

9. New Business

There was no new business.

10. Other

Dr. Hunter stated that the report on Robinson parking lot acquisition requires Board action. He suggested, "Let's operate as an Executive Committee and then make a phone survey to see that the Board of Governors accepts the action and use it as official approval." Board members present agreed. (Attached is a narrative on purchase of Robinson property by Bob DeFrancis.)

11. Adjournment

Meeting adjourned at 12:05 p.m. The next Board meeting will be held on January 23, 2003 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

David Robertson