

**OFFICIAL MINUTES**  
**BOARD OF GOVERNORS MEETING**  
**WEST VIRGINIA NORTHERN COMMUNITY COLLEGE**  
**Thursday, November 15, 2001 — 5:00 P.M.**  
**B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, November 15 in the B&O Board Room.

**1. Swearing in of New Members**

Judge Recht swore in the following new members: Anne Dieckmann Harman, Attorney, Bailey, Riley, Buch & Harman; W. Keith Jones, Director, Maintenance and Utilities, Bayer Corporation; Michael Saporito, student representative; and Dr. Cathy Sistilli, Principal, Weirton Madonna High School.

**2. Call to Order**

Mr. Gilmore called the meeting to order at 5:15 p.m. Members introduced themselves.

**3. Roll Call**

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

Guests included: Michele Blum, Wheeling Intelligencer; Dennis Juran, Auditor, Deloitte & Touche; Bob DeFrancis, Dean, Community Relations and Institutional Advancement; Pat Henry, Business/Finance Manager; Mike Koon, Dean, Economic and Workforce Development; and Garnet Persinger, Provost.

**4. Approval of Minutes (October 25, 2001)**

Ms. Botizan made a motion to approve the minutes of the October 25 meeting as distributed.  
Mr. Saporito seconded the motion. Motion carried.

**5. Board Chair Report**

**A. Executive Committee Report**

Mr. Gilmore reported that the Executive Committee did not finish communication on a question that was raised dealing with the issue of whether colleges, boards and State governing bodies have the right to hire attorneys or whether they must work through the office of the Attorney General. By State statute, through passed legislation, colleges have the right to hire private attorneys. The Attorney General is taking exception to this and HEPC is voicing their objection.

The Supreme Court has voted to hold a hearing on this issue.

Mr. Gilmore asked the Board's approval to write to Bruce Walker stating that the Board is in agreement with HEPC in opposing the Attorney General.

Mr. Robertson made a motion that the Board communicate their support of HEPC to Bruce Walker. Mr. Danford seconded the motion. Motion carried.

Mr. Gilmore stated that he has communicated to HEPC what was accepted by the Board regarding salary information for Dr. Hunter.

## **6. President's Report**

### **A. Facilities Follow-up Report/HEPC**

Dr. Hunter discussed graduation data for 2000-2001 which includes information on certificates and associate degrees granted in West Virginia. Information is available upon request. President Hunter mentioned that he would like to follow through with enrollments management reports in the future. Zac Wycherley will provide a report on where the College is regarding placement of graduates as well as their salaries. Other information the Board can expect to receive is institutional research on demographics of student population.

Dr. Hunter stated that Performance Indicators is listed as an agenda item for the November 16 HEPC meeting. It has been decided that there will be 25 performance measures. Once these measures are clarified, Dr. Hunter stated that a change can be expected in enrollment-based funding.

Dr. Hunter mentioned the Chancellor's invitation to submit to the legislature in January. One item the President plans to submit to the Chancellor pertains to the community college need to establish tuition on a credit hour basis rather than a full-time student basis.

At the October HEPC meeting, WVNCC presented its Five-Year Capital Improvement Plan. The plan presents an opportunity for WV Northern to make a case regarding several urgent facilities renovation projects. Northern is #2 and #8 on the summary project list (HVAC system and renovation of doors and windows for the B&O building).

A sketch of the B&O building was distributed to the Board. The #1 project on the capital expenditure list is the removal of the AC units on the B&O roof top.



Another list of projects, which are not capital projects but Budget Digest items, will be dependent on area legislators to make a case for the College.

### **B. Operation Hospitality**

Dr. Hunter mentioned "Operation Hospitality" as a new effort by the College for more pleasurable people-to-people communication. He gave the following definition of "Operation Hospitality" from faculty and staff members: A college community is hospitable when it welcomes and respects all who visit to learn, teach or serve; when it provides a safe, clean and pleasing atmosphere that challenges and encourages those who participate in all its activities of work, recreation or study.

Its faculty and staff create hospitality when they encounter student visitors as equal partners and sporting opponents in acts of perception, analysis, synthesis, and communication that foster mutual learning and reflect personal accomplishment and critical, courteous pleasure.

Dr. Hunter stated that in order to support "Operation Hospitality" an immediate FY 2002 re-budget will be enacted that will move more funds into maintenance projects and contract cleaning.

### **C. Holidays**

Stating that Governor Wise has decided that State employees will get an additional two holidays, Dr. Hunter requested action from the Board on which days would be designated as holidays for Northern employees.

Upon recommendation by Dr. Hunter, Ms. Botizan made a motion to adopt November 21 and March 15 as the two additional holidays for Northern employees this year, Ms. Harman seconded the motion. Motion carried. Dr. Hunter stated that the Board should have input into the College calendar next year.

## **7. Staff Reports**

### **A. Title III Progress Report**

Ms. Persinger reported that the College's U.S. Department of Education Title III grant officially began on October 1.

Sue Pelley is the Administrative Assistant dedicated to the Title III project. The Title III office is being established in Room 205 of the B&O building.

## 8. New Business

### A. Deloitte and Touche Audit Report

Mr. Dennis Juran, Auditor for Deloitte and Touche, gave a presentation on Financial Statements for the years ended June 30, 2001 and 2000 and Independent Auditors' Report. Mr. Juran distributed a Board agenda pulled together by the Central Office. He mentioned that an internal control and compliance report is given in the Deloitte & Touche report distributed to the Board.

Significant interactions for the current year were covered.

Mr. Juran commended Mr. Henry and Dr. Hunter for the instrumental part they played with Deloitte & Touche in completing the audit. Deloitte & Touche found no material weaknesses at Northern.

Ms. Botizan made a motion to accept the audit report and management letter as presented. Mr. Jones seconded the motion. Motion carried.

Mr. Juran stated that the Central Office wants the Governing Board to be involved in the discussion of the analysis of the audit report next year. Dr. Hunter suggested that an Audit Committee headed by Ms. Botizan be appointed to work in a preparatory phase leading up to the audit and in the analytical phase following the audit.

The audit contract with Deloitte & Touche expires this year. They are attempting to extend their contract for a two-year period.

## 9. Old Business

There was no old business.

## 10. Other

The Yuletide luncheon originally scheduled for December 4 in Culinary Arts has been changed to December 6 due to overcrowding. Please RSVP to Linda Dudash at 233-5900, ext. 4201 by November 29. This will be the December Board meeting.

Board members were invited to attend the WVNCC Holiday Reception to be held on Friday, December 14 at the Fort Henry Club from 5-7 p.m.

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**11. Adjournment/Next Meeting**

The meeting adjourned at 7:00 p.m. An abbreviated Board meeting will be held at the December 6 Culinary Arts Yuletide luncheon at the Hazel-Atlas building. The January meeting will be held on January 24 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  
Board of Governors Secretary