

Official MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE

Thursday, April 29, 2004 -- 5:00 P.M.
B&O Board Room

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, April 29, 2004 in the B&O Board Room.

1. Call to Order

Ms. Botizan convened the meeting at 5:05 p.m. in the absence of Mr. Jones who was detained due to a previously scheduled meeting.

2. Roll Call

Roll call was taken by Linda Dudash. Members in attendance were: Brenda Botizan, Conner Boyd, Dr. Darrell Cummings, Anne Dieckmann Harman, Keith Jones, Danny Kaser, Tom Danford, Mary Dudley and Zac Wycherley. Excused: Frank E. Gilmore, Orphy Klempa and David Robertson.

Other guests included: Dr. Baba Adam, Dean, Institutional Effectiveness; Larry Bandi, Dean, Business/Financial Affairs; John Daley, Dean of Instruction; 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 Sue Pelley, Title III Coordinator.

3. Minutes of March 25, 2004

Mr. Danford made a motion to approve the minutes of the March 25, 2004 Board of Governors meeting as distributed. Mr. Wycherley seconded the motion. Motion carried. Ms. Harman and Mr. Kaser abstained from voting since they were not present at the March meeting. (When Mr. Jones arrived, he asked that a correction be made on page four, line one by replacing the words *high school* with Heiskell.)

4. Board Chair Report

A. Board Chair Report

There was no Board Chair report.

B. Oath for New Board Members

Judge Recht, who was scheduled to swear in Ms. Boyd and Mr. Klempa, was unable to attend due to an appointment which lasted longer than expected. Judge Recht's secretary requested that the new members schedule an appointment with Judge Recht in his office to be sworn in.

C. Board Protocol Adoption

Dr. Hunter reported that he discussed the Board Protocol, draft of which was distributed to the Board on March 25, with Mr. Jones. Dr. Hunter mentioned the following revisions made to the protocol: On page five, the last statement originally read: *“Simultaneously, the Board needs to understand and respect the administration’s requirements for discipline and adherence to policy in its execution of policy.”* This statement was revised to read: *“Simultaneously, the Board needs to project understanding of requirements for discipline and adherence to policy in the execution of policy.”* A new paragraph was added after that statement which reads: *“When staff members are called upon to assist the Board in its deliberations, they will provide relevant information and explanation. Their presence at the Board table is not actually to participate in those deliberations.”*

Mr. Kaser made a motion to adopt the Board Protocol with the suggested changes. Ms. Harman seconded the motion. Motion carried.

D. Nominations Committee (June Elections)

A Nomination Committee was formed and will present [at the May meeting] a slate of officers for next year. Chair of the Nomination Committee is Mr. Danford. Ms. Harman and Mr. Kaser volunteered to be on the committee.

E. Hearings and Petitions

There were no hearings or petitions.

5. President’s Report

A. Report on Community and Technical College Council - HEPC

Dr. Hunter gave a brief summary on the Community and Technical College Council and HEPC meetings held on April 22-23. President Hunter stated that a PowerPoint presentation on the College Square project was given. The same presentation was given to the Board of Governors.

The WV Council adopted both the revised WV Northern Facilities Master Plan and the College Square project.

WV Council showed that members are willing to step up to the role and authority of a policy-making board. A dual credit report was distributed at the meeting which showed WV Northern has a higher number of students enrolled in dual credits than other colleges. A complementary program known as EDGE is being pushed by other colleges.

B. College Square Update

Dr. Hunter reported the City of Wheeling is in support of using green space to adjoin 17th Street and the Ohio County Library to enhance the College campus. The City is also in support of new sidewalk construction surrounding the College.

C. Policies Development

Dr. Hunter informed the Board that the Sick and Emergency Leave policy was pulled from the agenda pending further research. He stated significant progress has been made regarding policy development. An updated Personnel Manual will be distributed to faculty and staff in the summer. Copies will be sent to the Board.

D. FY05 Budget Issues

Regarding a financial strategy paper presented by Dr. Hunter six months ago, he reported the college is on track toward accomplishing goals that were laid out in the paper. Personnel increases will be given this year. Increases have been provided for in the FY05 budget.

On the revenue side of the budget, the College is projecting a 6% increased enrollment, which takes FTE up to 1800, and adoption of a \$3.00 increase per credit hour tuition.

E. Strategic Agenda Development for 2004 - 2005

An administrative workshop will be scheduled for two days in June to evaluate where the College is now and to draft a new strategic agenda. The agenda will be ready for Board review in August. Information will be disseminated as soon as it is available. Board review and adoption will be required once the strategic agenda is developed.

F. Commencement and Other Year-End Activities

Board members were invited to attend the following College year-end activities: Commencement scheduled for May 9 at 3:00 p.m. at the Civic Center; Weirton Honors Convocation, April 30 at 7:00 p.m. at the Serbian Center in Weirton; New Martinsville Honors Convocation, May 2 at 2:00 p.m. at the Lincoln Theater in New Martinsville; and Wheeling Honors Convocation, May 6 at 7:00 p.m. in the B&O Auditorium.

Student leadership luncheons have been held on all three campuses. Students are recognized for contributions they have made to the College. Pictures of each year's student leaders are mounted on a student leadership wall.

Recommendation was made by Dr. Hunter to reinstate the Distinguished Alumni Award at commencement. The award is handled by the Alumni Board. Mr. Wycherley reported that nominations were solicited for Distinguished Alumni Award. Robert W. Myers, Sr. was nominated for the award.

Dr. Hunter recommended also conferring an Outstanding Citizen Award at commencement. Nick Zervos, prominent citizen of the community and avid supporter of the College, was President Hunter's recommendation for the award.

Dr. Cummings made a motion that both the Distinguished Alumni Award for Mr. Myers and the Outstanding Citizen Award for Mr. Zervos be presented at commencement. Mr. Danford seconded the motion. Motion carried.

The College Recognition Dinner was held on April 28 to honor those employees who have served the College and the State for the past 10, 15, 20, 25 and 30 years.

Ms. Dudley reported on the PTK International Event held in Minneapolis, MN. The Omega Epsilon Chapter was recognized internationally as one of the top 25 chapters for leadership and also awarded one of the ten Leadership Hallmark awards. Ms. Dudley has been asked to fill a national position.

6. Staff Reports

A. Financial and Budget

Mr. Bandi reported on the statement of net assets and the statement of revenues and expenses. He informed the Board that the College had a decrease in State contracts and grants. This situation had to do with the College not being reimbursed for payment to SBDC personnel.

Dr. Hunter informed the Board that a balanced budget has been put together for FY05 which will include salary increases. WV Northern is the only college in the State to have all employees on the Mercer scale and have a plan for full funding, this despite the fact we have the lowest FTE appropriation.

The statement of cash flows was reviewed by Mr. Bandi. Based on enrollment growth, the College should see an increase in Perkins money.

Acquisition of the warehouse building is proceeding.

In conclusion of the budget report, Mr. Bandi stated the FY05 budget reflects a 2 ½ % reduction while the quarterly statements reflect the \$85,000 budget cuts for the year.

B. Programs Evaluation Report

Rita Malek, Business Studies Program Director, gave a report on students applying as business majors.

Ms. Malek reported the following recommendations were made by the Business Studies evaluation team during their March visit: (1) Northern to seek alternative revenue sources and determine a backup plan once the Title III grant finishes and if Perkins funds are no longer available, (2) consideration of an internship for the Accounting and Business Administration program, (3) continued work with Mountaineer Racetrack and Wheeling Island Racetrack to increase enrollment in the Hospitality option, (4) inclusion of a course focusing on analyzing financial statements and a course on business taxes in the accounting program and (5) working with legislators on ways to restore the budget to previous levels.

In terms of job postings, the team indicated the College should have more contact with faculty regarding job postings which come through the Career Planning and Placement Office. Employers who have submitted postings also need to be apprized of what actions have been taken.

Mr. Wycherley has met with the institution's recruiters and discussed job postings, a hot link on Northern's Career Services web page has been added to access the institution's web page for current job postings and an additional web page has been added to Northern's site listing current job opportunities.

Two areas of concern cited by the evaluation team which are being addressed by the College include: focusing on WVNCC graduates and their success as a marketing tool for the Business program and assigning e-mail accounts to all students.

Mr. Danford made a motion to accept the Business Studies, AAS degree Evaluation Response presented by Ms. Malek. Ms. Botizan seconded the motion. Motion carried.

C. Office of Dean of Instruction

Mr. Daley reported that Christina McPherson, Health Information Technology student, has been selected to receive a scholarship from the West Virginia Health Information Management Association.

D. Foundation/Capital Campaign

Mr. DeFrancis reported that the Foundation Finance Committee met on April 29 to discuss the College Square capital campaign and a dual approach to corporate giving. Breakfast and luncheon events with the corporate community will be scheduled in the near future. Community leaders will be invited to hear the story of the College Square project.

A Special Events Committee has been formed to prepare for a gala event in October tied in with a capital campaign fund raiser.

E. Update on Next Level Technology Strategic Plan

Dr. Jones distributed information on the State of Technology at Northern. He reported that WV Northern is on its way to implementing the Next Level Technology plan.

Accomplishments of the CICT Center include: (1) KnowledgeDispatch training was recently conducted on April 15 and 16. An overwhelming response was received regarding the training. (2) Firewalls have been installed on all computers throughout the College. (3) Twenty PC's were purchased for the New Martinsville Regional Campus to replace the wireless computer lab with fixed desktop computers with 17" monitors. (4) IP Video Systems will be purchased during spring semester 2004.

F. Economic/Workforce Development and CEWE Strategic Plan

Mr. Koon reported the CEWE building was sold on April 13. Conversations were conducted with the new owners and an agreement has been negotiated where CEWE will remain in the building. Additional funding will be needed for lease costs (not a concern in previous years). Seed money is also needed. The College will approach the State for funds to supplement CEWE. Dr. Hunter distributed a letter to the Board relative to petition for lottery funds to save CEWE and address the problem of low funding received by WV Northern from the State versus funding received by other colleges. A series of petitions and briefs that lay out the case for lottery funding to come to WV Northern will be sent to Northern Panhandle legislators.

A new strategic plan is being drafted to bring CEWE and the College closer together. Program approval for CEWE will be presented to the Board in the fall.

7. Old Business

A. Tabled Policies

Mr. Danford made a motion to untable the policies on Posting Classified Position Vacancies and Tobacco-Free Environment. Ms. Botizan seconded the motion. Motion carried. Sick and Emergency will remain tabled pending further administrative review.

- Posting of Classified Position Vacancies

The previous policy stated internal and external postings had to be concurrent. The policy distributed for approval states internal and external postings *may* be concurrent.

- Tobacco-Free Environment

Administration was unable to develop any change in language to the Tobacco-Free Environment policy relative to people standing on the sidewalk smoking. However, Campus Directors are looking at how to administer this policy and are looking at ways the College can erect shelters for smokers.

Mr. Kaser made a motion to approve the Posting of Classified Position Vacancies and Tobacco-Free Environment policy with change made to the former as noted above. Ms. Botizan seconded the motion. Motion carried.

8. New Business

A. New Policy Proposals (1st Reading)

- Faculty Salaries

First reading was held on the Faculty Salaries policy. Mr. Danford reported Faculty Senate Executive Committee reviewed and approved the policy. The committee had no problem with base salaries nor with principles of distribution.

B. FY 2005 Budget

First reading was held on the FY05 budget. Approval of the FY05 budget will be sought from the Board at the May meeting.

C. Stenger Lease Approval

The Stenger Lease Agreement with WV Northern for Xerox machines was presented to the Board for approval. The lease amounts to \$122,000 over a five-year period.

Ms. Botizan made a motion to approve the Stenger Lease Agreement. Ms. Harman seconded the motion. Motion carried.

D. National Collaboration

Mr. Jones announced an opportunity for the Board to attend a National Collaboration on post-secondary education on May 19 from 11:30 a.m. to 1:00 p.m. at Wheeling Jesuit University (in the Discovery Room).

Dr. Hunter informed the Board this is a policy on assessment which is being sponsored by several national organizations attempting to survey all institutions in West Virginia. The event will afford WV Northern an opportunity to be heard regarding policy in the State of West Virginia, make comments, share information with central organization of the State and share thoughts on higher education policy rules.

Deans were invited to attend the National Collaboration. Mr. Danford will invite faculty. Board members planning to attend should inform President Hunter as soon as possible.

9. Adjournment

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Mr. Danford made a motion to adjourn the meeting at 7:20 p.m. Ms. Botizan seconded the motion. Motion carried.

Minutes Respectfully Submitted by,

Approved by,

Linda K. Dudash
Executive Secretary to the President

David Robertson
Secretary