

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

**Thursday, May 23, 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, May 23 in the B&O Auditorium.

1. Call to Order

Mr. Gilmore called the meeting to order at 5:15 p.m. Chair Gilmore introduced Teri Meeker, newly-elected student representative to the Board of Governors. Also introduced were Ralph Lucki, Academic Director, Center for Nursing, Allied Health, Science and Technologies and Charleen Stokes, Academic Director, Center for IT, Business Studies, and Culinary Arts.

2. Roll Call

Roll call was taken by Linda Dudash. Members in attendance were: Brenda Botizan, Dr. Darrell Cummings, Tom Danford, Frank E. Gilmore, Teresa Hemingway, Jean Holloway, Keith Jones, David Robertson, Michael Saporito, and Dr. Cathy Sistilli. Excused: Dr. Martha Dean and Anne Dieckmann Harman. Guest: Teri Meeker (newly-elected student representative to the Board of Governors).

Other guests included: Bob DeFrancis, Dean, Community Relations and Institutional Advancement; Pat Henry, Business/Finance Manager; Dr. John H. Jones, Dean, Computer Information and Communications Technology; Mike Koon, Dean, Economic and Workforce Development; Ralph Lucki, Academic Director, Center for Nursing, Allied Health, Science and Technologies; Garnet Persinger, Provost; Charleen Stokes, Academic Director, Center for IT, Business Studies, and Culinary Arts; and Michele Blum, Wheeling Intelligencer.

3. Approval of Minutes (April 25, 2002)

Ms. Botizan made a motion to accept the minutes of the April 25, 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. Staff Reports

A. FY 2003 Budget (2nd Reading)

Mr. Henry reviewed Draft #4 of the FY 2003 Budget that was distributed in the Board packet.

He stated that revenue, adjusted from the previous draft, was omitted. Although the bottom line shows a negative budget, Mr. Henry explained that retirements should compensate for this number. Quarterly reports will be reviewed with the Board as they are available.

Mr. Henry reported that Banner Finance is up and running.

Dr. Hunter stated that Northern will continue its strategy of drawing down the deficit. However, in accord with a strategic paper from Dr. Hunter, the College continues to focus on two priorities: (1) increase in staff salaries, and (2) professional development.

Dr. Hunter recommended that the Board act on the FY 2002-2003 Budget on its second reading including two revisions: (1) Faculty Merit Plan, and (2) salary increases. Configuration of the Faculty Merit Plan was explained by Dr. Hunter.

If the recommendation is approved, staff salary increases for FY 2002-2003 would be disbursed in the following manner: of the \$58,000 allotted for faculty increases, a \$500 across-the-board increase would be given with the balance of money being disbursed in promotions and merit increases; classified staff would receive a one percent across-the-board increase plus service increments ranging from \$150 to \$1,000. If adopted, faculty merit increases will become part of the baseline salary, but classified staff service increments do not become part of their baseline salaries. Part-time faculty will receive a portion of the \$25,000 which has been allotted for increases in that area. Dr. Hunter stated that 2.1% of the budget would be used to increase salaries.

Mr. Danford informed the Board that Faculty Senate reviewed and endorsed the Faculty Merit Plan on April 25.

After a lengthy discussion on salary increases for FY 2002-2003, Mr. Robertson moved for adoption of the salary increase program which was distributed to the Board as well as the merit pay criteria. Ms. Botizan seconded the motion. Motion carried. Dr. Hunter stated that the Merit Plan approved by the Board is only for FY 2002-2003.

Regarding faculty merit increases, applications for consideration for merit increases are due to the Academic Center Directors by May 28.

Mr. Danford made a motion to adopt the budget as presented. Mr. Jones seconded the motion. Motion carried.

B. Program Evaluations

Present to answer questions pertaining to program evaluations were Mr. Lucki, Academic Director of the Center for Nursing, Allied Health, Science and Technologies and Ms. Stokes,

Academic Director of the Center for Information Technologies, Business Studies, and Culinary Arts. Ms. Persinger reported on academic program reviews for 2001-2002. Board members received summary pages with key points for each of the three programs. Recommendations to the Board which have been reviewed with and formally endorsed by the Academic Affairs/Assessment Committee were as follows:

- AAS, Office Technology. Recommended continuance with revision and new title as Executive Administrative Assistant, to be an option in proposed consolidated AAS, Business Studies program effective Fall 2002.
- CP, Office Technology. Recommended continuance with revisions to be made in 2002-03.
- AAS, Hospitality, Leisure, and Recreation Management. Recommended continuance with revisions and new title as Hospitality as an option in proposed consolidated AAS Business Studies program effective Fall 2002.

Ms. Persinger explained that action on program reviews is separate from action on the consolidation of the programs.

Ms. Stokes presented information on the above-mentioned programs relating to plans to improve the quality and productivity of the programs and explained the concept of an “umbrella” program called Business Studies which has been approved for further development in the 2002-2003 academic year. Mr. Danford moved that the Board approve the recommendation to the President on consolidation of AAS program in Business Studies. Ms. Hemingway seconded the motion. Motion carried.

Ms. Stokes informed the Board that the College has received positive reactions from business and industry to the increases in the technologies and elimination of outdated programs.

Mr. Robertson made a motion that the Board accept the recommendations on AAS, Office Technology; CP, Office Technology; and AAS, Hospitality, Leisure, and Recreation Management be approved as submitted. Ms. Holloway seconded the motion. Motion carried.

C. Standards of Progress Policy

Ms. Persinger reported that the Standards of Academic Progress Policy, drafted by faculty, was approved by Academic Affairs/Assessment Committee on May 10. She noted that the policy was developed to provide support for students who are experiencing problems. Students may obtain a copy of the policy in the Service Center. Dr. Cummings made a motion that the Board accept the Academic Standards of Progress Policy effective with the fall term. Mr. Danford seconded the motion. Motion carried.

A separate policy for Financial Aid will be included in the College catalog, but the criteria will be the same as those used in the Standards of Academic Progress Policy. Ms. Persinger informed the Board that financial aid is available for both part-time and full-time students.

6. NCA

Ms. Persinger gave a report on the NCA Self-Study. She mentioned that anyone wishing to learn more about the Commission of Higher Education can access the website at: <http://www.ncahigherlearningcommission.org>. The NCA accrediting review team will visit the College from March 24-26, 2003. Tentative names of those who will be visiting the College have been received.

Ms. Persinger reported that the Self-Study is being done in three stages. The Self-Study is at the Center and departmental work group levels; staff are proceeding to compile information into an institutional report. A preliminary draft, to be developed this summer, will be distributed for Board review in early fall. By December the report will be completed and information will then be submitted to reviewers for study between January and March.

Ms. Persinger noted that a key point in the Self-Study is assessment in academic outcomes. She reported that NCHEMS is reviewing the status of assessment in all state colleges and universities.

Dr. Hunter supplemented Ms. Persinger's report by stating that governance is of utmost importance in the Self-Study. He stated that since the Governing Board is new, NCA will want to know how the Board is working. At this point, Dr. Hunter suggested that a Board retreat be held in early fall to review a Self-Study exercise.

7. President's Report

A. Commencement and Year-End Activities

Dr. Hunter reported that the Commencement exercise was a very nice event. Mr. Robertson conferred degrees and Dr. Cummings gave the benediction. WVNCC graduated 274 students this year.

Other year-end activities included Student Recognition gatherings at each campus. This new tradition will be held annually to recognize student leaders on each campus. Photographs will be displayed in a designated area on each campus for the leadership classes.

Ms. Meeker reported that PTK will host a regional honors convention on September 13 and 14. The topic will be *Health Care*. Speakers are needed for the event.

Dr. Hunter mentioned that a list of major College events will be distributed to the Board at the beginning of the new academic year.

B. Eastern Contract

The Board received a copy of a memo that went to Chancellor Mullen, Dr. Dunn, and John Thralls Re: Final Report on Northern/Eastern Affiliation. In the memo, Dr. Hunter summarized WV Northern's contractual relationship with Eastern, particularly in regard to financial aid.

C. Verizon/WVNET Settlement

Dr. Hunter reported that he and Dr. Jones met with Verizon and WVNET as well as IS&C (Information Services and Communications, which is under the State Department of Administration). (IS&C is the facilitator in the situation with Verizon/WVNET contracts.) A reasonable settlement was reached as an outcome of the meeting although Dr. Hunter stated that WVNCC believes Verizon should go one step further as indicated in a letter that was sent to Helen Wilson on May 23 (copy of which was distributed to the Board). Dr. Hunter stated that the Verizon switch over has been completed.

D. Strategic Planning

Dr. Hunter explained the process for planning and referenced a two-page document titled "*It All Adds Up: Compact for the Future of West Virginia*" (copy included in Board packet). The document, which lists strategic goals that Colleges are expected to tie into their own strategic planning processes, was adopted at the May 17 HEPC meeting.

President Hunter stated that all academic officers are in the process of compiling a year-end report which will be produced for the Board and for the public as an "institutional report card" showing Northern's progress for the year. The report will review the College's strengths, weaknesses, and opportunities. Information will then be summarized into a new strategic agenda for the coming year and placed on the Board agenda in August or September. Dr. Hunter mentioned that the strategic agenda is tied into the State Compact. The Board received a copy of the Strategic Agenda for Spring 2002 which is now being completed.

E. Board Expectations of President Hunter

Dr. Hunter suggested that the Board present him with a list of their expectations of him during the coming year stating what they would like for him to accomplish as CEO. As a basis for the development of this list, President Hunter recommended that the Board use either the present Strategic Agenda or develop one of their own. A list of expectations would: (1) tie the Board to the strategic operating processes (Dr. Hunter would then translate the expectations into goals for the College), (2) hold the President accountable, and (3) act as documentation for the accreditation review that will take place in the spring.

8. Old Business

A. Faculty Instructional Workload Policy

The Faculty Instructional Workload Policy which was discussed at the April 25 Board meeting was brought back in a format which better clarifies it. Mr. Danford made a motion to accept the Faculty Instructional Workload Policy as presented. Mr. Robertson seconded the motion. Motion carried.

B. Termination of MLT Program

Termination of the MLT program was discussed at the April 25 Board meeting. Key questions were answered in an e-mail transaction between Ms. Persinger and Bruce Flack, Director of Academic Affairs in Charleston (copy in Board packet).

Ms. Persinger explained inactive status of a program as opposed to termination. However, discontinuance of the program was recommended due to low enrollment and graduation rates. Ms. Holloway made a motion for discontinuance of the MLT program at the end of 2003; students will not be accepted in the fall term. Dr. Cummings seconded the motion. Motion carried.

9. New Business

At the Board's pleasure, Dr. Hunter and Mr. Gilmore will make recommendations for potential Board candidates within the next two weeks or sooner. The main requirement will be political party. Ms. Holloway suggested revisiting the previous list of candidates.

Dr. Hunter will look at State Code to determine if it is necessary that Teri Meeker be officially inducted at the June 20 Board meeting.

Chair Gilmore announced a new practice of setting agenda items for the next meeting at the end of the current meeting. Mr. Danford suggested that "Board Retreat" be included as an item on the June agenda. Board members will be surveyed as to convenient meeting dates for a retreat.

10. Other

A. HERF Allocations

Dr. Hunter gave salient points regarding HERF allocations as discussed at the May 17 HEPC meeting. He also explained the formula for determining tuition.

Noticing that WV Northern's assessment was \$10,000 higher than Southern West Virginia Community and Technical College, Dr. Hunter discussed this with Jim Winter, Finance Officer at HEPC. Mr. Winter agreed to do some research and get back to President Hunter. An e-mail from Mr. Winter to Dr. Hunter stated that HERF fees are the same at both Northern and Southern, but he did not know why Northern's assessment is \$10,000 higher.

Dr. Hunter mentioned that HEPC is focused on two items pertaining to WV education:

- the going rate to colleges, which is the lowest in the country, and
- high attrition.

Dr. Hunter mentioned the need for a retention strategy and the need to discuss high attrition programs.

B. Expiration of Board Member Terms

Dr. Hunter received an inquiry from Allison Adler, Administrative Assistant to the Chancellor, about terms that expire for members of the Institutional Board of Governors. The HEPC is aware of two vacancies which are pending on the WV Northern Board of Governors.

The Governor has asked that members continue to serve until the day a replacement is made by the Governor which should be as soon after June 30 as possible.

Dr. Hunter mentioned to Chancellor Mullen a desire that Dr. Dean remain as a laymember on the Board since she is unable to continue in the capacity as superintendent. This message will also be relayed to the Governor.

Dr. Hunter suggested replacing Dr. Dean's superintendent position with Danny Kaser, Superintendent of Hancock County Schools. Mr. Robertson suggested that the Board direct Dr. Hunter to submit the name of a candidate. Dr. Hunter asked Ms. Holloway to remain on the Board until an official appointment is made for her replacement.

C. Resolution

Chair Gilmore presented Mr. Saporito with a resolution of appreciation for his service as student representative on the Board for 2001-2002.

11. Adjournment/Next Meeting

Ms. Botizan made a motion to adjourn the meeting at 7:15 p.m. Ms. Holloway seconded the motion. Motion carried. The next scheduled meeting date is June 20 at 5:00 p.m. in the B&O Board Room (the Auditorium is not available). 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