

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

**Thursday, April 24, 2003 — 5:00 P.M.
Weirton Regional Campus**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, April 24, 2003 on the Weirton campus.

Those in attendance were given a tour of the Weirton facility by Dr. Jim Bull, Weirton Campus Executive Director, who hosted the meeting.

Weirton Friends of the College officers were introduced. Mr. Gilmore asked if the guests had any questions for the Board. No questions were asked. Ms. Johnson stated that the Weirton Friends will keep the Board informed about what is going on with the Friends organization. Mr. D'Alesio invited the Board of Governors to the Friends meetings which are held at noon on the third Thursday of every month.

1. Call to Order

Mr. Gilmore called the meeting to order at 6:10 p.m.

2. Roll Call

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

Guests included: Weirton Friends of the College officers: Cathy Johnson, President; Jerry D'Alesio, Secretary; Enola Romanelli, Secretary. College administrators: Dr. Jim Bull, Weirton Campus Executive Director; Bob DeFrancis, Dean, Community Relations and Institutional Advancement; Dr. John Jones, Dean, Computer Information and Communications Technologies; Mike Koon, Vice President Economic and Workforce Development and Garnet Persinger, Provost.

3. Approval of Minutes (March 27, 2003)

Mr. Danford made a motion to approve the minutes of the March 27, 2003 meeting as presented. Ms. Botizan seconded the motion. Motion carried.

4. Board Chair Report

A. Hearings and Petitions

There were no hearings or petitions.

B. Board Officer Elections for 2003-2004

There were two issues to address regarding Board elections: (1) the Chairman's term expires on June 30; (2) Mr. Gilmore's term expires on June 30. Typically, a recommendation for replacement of a Board member is given to the Governor; Dr. Hunter recommended this be done soon. Mr. Gilmore stated he is willing to serve again as Board member if it is the will and pleasure of the Board; he is willing that his name be submitted to the Governor. (Some of the terms are out of sequence due to the Governor's appointment.)

Ms. Harman made a motion to forward Mr. Gilmore's name to the Governor. Mr. Danford seconded the motion that Mr. Gilmore continue as a Board member. All were in favor.

Since Mr. Gilmore's term as Chair expires on June 30 and the by-laws and SB653, which established the Board of Governors, only allows him to serve two consecutive years, a new Chair will need to be elected. Mr. Gilmore appointed a nominating committee to bring back a slate of officers for the 2003-04 FY at the May meeting. The committee members are: Brenda Botizan, Tom Danford and Dr. Cathy Sistilli. Elections will be held at that time.

5. President's Report

A. FY2004 Budget - 1st Reading

Dr. Hunter presented a copy of the statement which was made to the college community of the FY2004 budget. He opened the floor to questions.

B. Tuition Increase Defense

Dr. Hunter reported the college has been approved for a 4% tuition increase (\$2.80 per credit hour tuition increase) for next year. Stages of the approval were explained. Mr. Henry explained the problem of calculating the decimal (\$2.80) rather than a rounded figure. The Board discussed the tuition increase at length and the cost in man-hours created by changing to a decimal rather than even dollars. After much discussion, Mr. Danford made a motion to authorize Dr. Hunter to have a conversation with Chancellor Mullen to determine what could be worked out to simplify tuition. Mr. Jones seconded the motion. Motion carried.

Dr. Hunter gave a PowerPoint presentation on the tuition increase defense. The presentation was also made to the Community College Council in Charleston on April 23 where Dr. Hunter represented the Board. Dr. Hunter read the defense he presented to the Community College Council.

C. Wheeling Campus Development

Dr. Hunter reported that the Vision Committee (on which Mr. Bandi and Mr. Gilmore serve) has discussed a plan for integrating the Wheeling campus. The college has begun work with David McKinley on the project. Under the assumption that a bond issue will be passed, the college would be in a position to construct another building behind the current B&O building. The Vision Committee talked about the first rendition of architect drawings. Since then, the college has looked at the warehouse building across the street from the college. Mr. McKinley was asked to do some sketches for the building to include provisions for a gym, auditorium and student center. Cost of renovating the warehouse matched size for size would be approximately one-half of the cost of constructing a new building. If the bond issue fails, Mr. McKinley discussed entering into a lease/partnership in which the college would obtain the building and develop a lease arrangement with McKinley and Associates. The college would need HEPC approval on the arrangement.

Dr. Hunter asked the Board for authority to negotiate a purchase option on the property. The college would then have six months to actually purchase the building. Cost for that option should be approximately \$3,000 to \$4,000. However, the college would lose the money if it decided against purchasing the building. President Hunter asked for the Board's authorization for him to make an offer to J.D. Miller for the warehouse building.

Mr. Gilmore recommended that the Board authorize Dr. Hunter to pursue discussion with J.D. Miller. If approval is needed for money, a phone conference to consult with Board members could be arranged. Dr. Hunter stated that he will discuss this issue with the Foundation Board also.

Mr. DeFrancis stated that a preliminary call has been made to an attorney who helped the college with real estate in the past. The attorney suggested the college make an offer of 1% of the purchase price.

Mr. Bandi made a motion that the Board authorize Dr. Hunter to enter into negotiations with J.D. Miller on a purchase option arrangement of the warehouse building and expend the needed details to procure appropriate results not to exceed \$5,000. Mr. Jones seconded the motion. Mr. Bandi made an amendment to the motion that the \$5,000 would include legal and purchase options. Mr. Jones accepted. All were in favor of the amended motion.

D. End of Year Activities

Dr. Hunter invited the Board to the following year-end activities: Honors and pinning ceremonies: Weirton, April 25; New Martinsville, April 27; Wheeling, May 2; commencement will be held on May 11.

6. Staff Reports

Due to time constraints, Mr. Gilmore suggested that only significant staff reports be made; otherwise reports are to be given to Linda Dudash to include in the minutes.

7. Old Business

There was no old business.

8. New Business

A. Standards of Progress Revision

Ms. Persinger referenced information in the agenda booklet regarding revision to the Standards of Academic Progress policy. She stated that the Curriculum Committee, at its meeting on February 14, made recommended changes to the policy as indicated on the attachment in the agenda booklet. Mr. Danford made a motion to accept the revision to the Standards of Academic Progress policy. Ms. Botizan seconded the motion. Motion carried.

B. Social Security Office

Dr. Hunter reported that the Social Security Administration office will be abandoned after they build their new structure. He suggested the college ask GSA (General Services Administration), which owns the building, to donate it to the college. President Hunter suggested this be done through Senators Rockefeller and Byrd and Congressman Mollohan. Dr. Hunter read a letter he drafted to the dignitaries regarding WV Northern's appeal to them for support in obtaining the building. Mr. Kaser made a motion to solicit support from the senators and congressman in securing the building. Ms. Hemingway seconded the motion. Motion carried.

C. Evaluation of Dr. Hunter

Mr. Gilmore stated that the Board needs to adopt a process to evaluate the President. He informed the Board that the State and HEPC requires the process to be performed every four years. Discussion on this topic will be held at the next Board meeting. Mr. Gilmore

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recommended that he, Tom Danford and Anne Harman meet with Dr. Hunter to discuss a process to be used for the evaluation.

D. Provisions of HB 2224

Mr. Danford referenced item 25 in HB 2224 regarding abolishing the obsolete faculty salary schedule and requiring each Governing Board to establish a faculty salary policy. Mr. Danford questioned how the Board should deal with this matter. Mr. Gilmore suggested that items from HB 2224 be placed on the next Board agenda.

E. Next Meeting

The next Board meeting will be held on May 22 on the New Martinsville campus beginning with a tour of the facility at 4:45 p.m.

9. Adjournment

The meeting adjourned at 8:20 p.m.

Minutes Respectfully Submitted By,

Approved By,

Linda K. Dudash

David Robertson