

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

**Thursday, January 20, 2005 -- 8:00 a.m.
Ft. Henry Club**

A Board of Governors Retreat was held on Thursday, January 20, 2005 at the Fort Henry Club.

1. Call to Order

Mr. Jones convened the meeting at 8:45 a.m. He thanked Ms. Persinger for coming back to serve on the Board.

2. Roll Call

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

Other guests included: Larry Bandi, Dean, Business and Finance; Bob DeFrancis, Dean, Community Relations and Institutional Advancement; Janet Fike, Dean, Enrollments Management; Dr. Barry Good, Dean, Academic Affairs; and Mike Koon, Vice President and Dean, Workforce and Economic Development. Garnet Persinger attended as a prospective Board member.

3. Business Items

Dr. Hunter spoke about plans for the Hazel-Atlas Building once College Square is completed. He informed the Board that a statement will be distributed to the community either under his signature or through a College newsletter.

President Hunter stated that once College Square is complete, the College will begin to relocate its programs from the Hazel-Atlas Building with the exception of the Refrigeration, Heating and Air Conditioning and some continuing ed classes. Working with partners in down Wheeling development, the College needs to begin development of a plan to divest the Hazel-Atlas Building in one of two ways: to a responsible new owner or through a partnership arrangement for leasing space and joint management. The city and RED (formerly OVIBDC) have expressed cooperation.

Ms. Boyd made a motion that Dr. Hunter, affirming the Board's pledge, will get a statement out to the public that West Virginia Northern will be responsible for the Hazel-Atlas Building until it is sold. Mr. Gilmore seconded the motion. Motion carried.

An updated Facilities Master Plan will be presented to CCTCE and HEPC. Addition of the warehouse building, the building behind the warehouse building and the Social Security Building are covered in the updated plan.

Mr. Bandi stated that major renovation to the B&O Building will create classroom space.

Elaborating on the total vision of College Square, Dr. Hunter stated plans are to include a Civil War National Monument. Acquisition of additional property to complete the College Square project was also discussed.

4. **Funding Inequities**

Chancellor Skidmore was connected by phone at 9:15 a.m. to discuss findings and conclusions relative to community college funding inequities. The Chancellor stated that a committee will be appointed immediately to review the overall funding process of community and technical colleges. The group will consist of chief financial officers, presidents and individuals from free-standing and community-linked colleges (there are six community-linked colleges). Mr. Bandi was asked to serve on the committee and will keep the Board updated. Assistance of an outside consultant will be secured. Chancellor Skidmore informed the Board he had Jim Howard in mind; a retiree from the Illinois Community College System. The charge of the group will be to review present funding models in respect to SB 653. In addition, SB 448 states that there will be review of state funding processes for community and technical colleges. Anticipated date of completion of the process of looking at funding mechanisms is early fall. This timeframe would allow sufficient time for the results to be presented to legislators for the next fiscal year.

Chancellor Skidmore reported on the presentation he made to LOCEA last month relative to legislative issues. He informed LOCEA of the process and stated recommendations would be ready for next year regarding funding of community colleges.

Tuition policies and per-credit-hour fees for tuition were discussed in the legislature last year.

Across-the-board and peer equity funding were also discussed.

Dr. Hunter mentioned WV Northern's Book II on Funding Inequities. It includes recommendation of a minimum standard of staffing a community college and what it takes to bring a college up to those standards. Chancellor Skidmore agreed that this will be part of the charge of the committee reviewing funding inequities. He stated that clarification relative to lottery funding provisions will be on the agenda also. Other interests of Chancellor Skidmore regarding funding for community colleges include: FTE that rewards growth; Allied Health

programs - rewards for institutions having critically needed Allied Health programs. It was mentioned that legislators need to look into funding models for non-credit activity.

Dr. Hunter informed Chancellor Skidmore that the Board is waiting for two Board appointments to be made: Garnet Persinger and the re-appointment of Dr. Darrell Cummings. The Chancellor assured Dr. Hunter he would bring these appointments to the attention of the Governor's Office as well as the vacancies on the Community College Council. Tamara Pettit was recommended by the WV Northern Board of Governors to serve on Council. Chancellor Skidmore was asked if there was any chance of looking at lottery funds to help fund positions that are critical to enrollment.

Dr. Hunter also commented on the new Finance Rule, especially "internal" and "external" peers. The e-mail transaction solicited comments on the rule.

Mr. Jones thanked Chancellor Skidmore for participating in the meeting.

Mr. Danford referred to Funding Inequities Book II, charts 4, 5 and 6 which compared headcount to total classified staff. He asked if this type of data was available for faculty and stated this would complete the picture.

5. Executive Session

Mr. Jones entertained a motion to go into Executive Session to consider a personnel matter. Ms. Boyd made a motion to enter into Executive Session. Mr. Danford seconded the motion. At 10:20 a.m. the Board entered into Executive Session.

Mr. Gilmore moved and Mr. Danford seconded that the Board come out of Executive Session at 11:25 a.m.

6. Administrative Staff Reports

A. Financial Report

Mr. Bandi reported on: Facilities Master Plan 2000-2010 Update, College Square Financial Position, Quarterly Financial Statement Process and Quarterly Financial Statement Review: Descriptive Data Conversion. He brought the Board up to date on the College Square project with revisions showing all other components--windows at the B&O Building, GSA renovation, and the Otte-Heiskell building. There is a shortfall of \$3.6 million on the College Square project. The College has put in a \$5 million request for funds to Congressman Mollohan. Mr. DeFrancis has completed an ARC grant. Funding has been requested from

HEPC also; Chancellor Mullen informed the College that HEPC will come up with some funding for the project.

Mr. Bandi reported that Mr. DeFrancis worked with the Department of Transportation for \$525,000 for Transportation Enhancement Act. The College is up for a 50 percent match for furnishings in renovation to the B&O Building in the labs. Estimate to redo labs in the B&O is \$770,000; the state will give the College 50 percent of this amount.

Title III -- \$220,000 to be applied to technological changes for technology-enhanced classrooms.

Mr. Bandi presented to the Board the College's current debt carrying capacity if there were no additional grants coming in. The College would need to borrow under bond issuances and is able to carry \$3 million worth of debt. Mr. Bandi recommended the Board approach HEPC to indicate the College is interested in a bond for the College Square project.

Mr. Gilmore made a motion that the Board authorize interest in bond issuance in the amount of \$3 million. Ms. Harman seconded the motion. Motion carried.

Mr. Jones thanked Dr. Hunter, Mr. Bandi and others for their efforts in the College Square project. Mr. Bandi commended Sue Pelley for her work on the project.

Mr. Bandi distributed financial statement observation notes along with statement of assets, revenues and expenses. Also distributed was the quarterly financial statement with information regarding GASB. Mr. Robertson suggested using information distributed by Mr. Bandi for orientation of new Board members.

7. Board Responsibilities

Mr. Gilmore and Mr. Wycherley gave a presentation on Board responsibilities--powers and duties of the governing Board. Information from West Virginia Code 18 B-2 A-4 on powers and duties of governing boards was distributed.

Dr. Hunter talked about President/Board Relations (information was distributed). Also distributed to the Board by Dr. Hunter were 10 basic principles and expectations for professional administration--what to look for in candidate for new presidential position.

Dr. Hunter stated he would inform the College of his resignation tomorrow afternoon in an e-mail message.

8. 2004-2010 Institutional Compact/Multi-Year Plan for College

Mr. Koon gave a PowerPoint presentation to bring the Board up to date on the 2004-2010 institutional compact.

The original compact was for 2000-2006. However, with the reorganization of higher education, community and technical colleges and free-standing colleges are required to develop new compacts for 2004-2010. Goals for WV Northern's compact have been broken down as follows: (1) Access - affordable education, (2) Quality of Graduates, (3) Provide High Quality Workforce Development Programs, (4) Collaborate with other Providers and (5) Collaborate with Public Schools. The College is also required to re-institute the District Consortium. There will be two compacts: District Consortium and Institutional Compact.

Institutional targets were reviewed to determine if they were realistic. Targets were submitted to the state and a presentation was made to the WV Council for Community and Technical Colleges last week. Targets will be built into the context of the strategic plan.

Mr. Koon gave statistics on demographic data over the next ten years. A chart on total headcount enrollment for fall 1999-2010 was shown along with the age distribution of students. Regarding number of degrees awarded, the state is pushing toward more certificates. West Virginia Northern is the leading institution in certificates and second highest in the state for certificates awarded.

Graduation and retention rates being used by HEPC are based on the cohort established by IPEDS consisting of first-time, full-time, degree-seeking students. This group is less than 10 percent of the total student population at Northern. Graduation rate is based upon completion of the cohort within three years.

Strategies were discussed for the various goals. The College has contracted with a firm who will contact 350 employers on the type of programs and training the College needs to develop for the future. A retention specialist has been hired to develop new retention strategies. Also, an individual has been hired to work with the school systems on EDGE and the District Consortium.

9. Replacement of President

Discussion ensued on search for succession to President Hunter, composition of the Presidential Search Committee and expected qualifications of a new president.

Dr. Hunter presented to the Board a packet of information to assist in the search for president. Dr. Hunter recommended the Board authorize an announcement for the search and post the position opening on the College web site. **Mr. Klempa made a motion to accept the documents submitted on the search for president. Dr. Cummings seconded the motion. Motion carried.**

Mr. Gilmore questioned the composition of the Search Committee, namely, the number to serve from classified staff. After a brief discussion, the following suggested changes were made to the composition of the committee: Board of Governors - changed from two to up to three representatives; students - changed from two representatives to one representative from Tri-Campus Student Senate; College Administration - changed from two representatives to three representatives, increasing classified staff from one to two. **Mr. Klempa made an amendment to the motion to accept the documents presented after the suggested changes are made to the list of those comprising the Presidential Search Committee. Mr. Robertson seconded the motion. Motion carried.**

The Board discussed qualifications on administrative experience. It was suggested that a minimum of a masters degree from an accredited institution of higher education will be required. However, an earned doctorate is preferred. Financial compensation will be commensurate with experience.

Those who agreed to serve on the Search Committee representing the Board of Governors are: Ms. Boyd, Mr. Gilmore and Ms. Persinger.

Mr. Gilmore made a motion that the Board invite comments and suggestions concerning desired presidential characteristics from faculty, staff and students through respective constituent groups as well as from the Friends organizations, Foundation and Advisory Boards. Mr. Danford seconded the motion. Motion carried.

The President's Office will contact all constituent groups about the need for representation on the Search Committee.

Mr. Jones suggested getting a search coordinator from the staff to serve on the committee. The following names were suggested to fill the role of search coordinator: Peggy Carmichael, Jack Cisney, Bonnie Ellis and Donna Smittle. A sub-committee will do research on headhunting regarding a search coordinator. Mr. Jones will work with Mr. Robertson to see what they can pull together.

In order to begin the search immediately, Peggy Carmichael will be the person to whom applications are to be returned for the present. However, in the next month a search coordinator will be named.

Ms. Boyd, Mr. Danford, Mr. Gilmore and Ms. Persinger will review the qualifications document and do word smything prior to posting to the web site and producing a brochure for early February. Mr. DeFrancis is responsible for getting ads in the paper on the presidential search.

Mr. Bandi will scope out a budget for the Presidential Search.

The Board discussed future needs of the College. Needs include: College Square management, budget management, fundraising expertise, continued facilities expansion experience, community college system development at the state level, multi-campus growth, economic environment changes and growth focus - FTE/programs.

10. Adjournment/Next Meeting

The Board adjourned at 5:15 p.m. The next Board of Governors meeting is scheduled for February 24, 2005 at 5:00 p.m. in the B&O Board Room.

Minutes Respectfully Submitted By,

Approved By,

Linda K. Dudash
Administrative Assistant Senior

Anne Dieckmann-Harman
Board of Governors Secretary