

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

**Thursday, August 28, 2003 — 5:00 P.M.
B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, August 28, 2003 in the B&O Board Room on the Wheeling campus.

Judge Arthur M. Recht swore in two new members on the Board of Governors: Mary Dudley, student representative and Zac Wycherley, classified staff representative.

1. Call to Order

Mr. Jones called the meeting to order at 5:10 p.m.

2. Roll Call

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

Guests included: Larry Bandi, Dean, Business/Financial Affairs; Bob DeFrancis, Dean, Community Relations and Institutional Advancement; Dr. John Jones, Dean, Computer Information and Communications Technologies; and Mike Koon, Vice President/Dean, Economic and Workforce Development.

3. Approval of Minutes (July 24, 2003)

Mr. Danford made a motion to accept the minutes of the July 24, 2003 Board meeting as distributed. Mr. Kaser seconded the motion. Motion carried.

4. Executive Session

Ms. Harman made a motion to go into executive session. Ms. Botizan seconded the motion. Motion carried.

Ms. Harman made a motion to come out of executive session. Ms. Botizan seconded the motion. Motion carried.

Ms. Harman moved that the Board authorize and direct Dr. Hunter and his administrative group to take action to obtain an option to purchase the warehouse building for the sum of \$275,000 and to report back to the Board. Ms. Botizan seconded the motion. Motion carried.

Ms. Harman amended her motion to explore funding options to finalize the purchase. Ms. Botizan seconded the motion. All were in favor. Mr. Jones reiterated that a motion was made and seconded for college administration to purchase the warehouse building.

Dr. Hunter stated that approval is needed from HEPC to move forward with the project.

5. Board Chair Report

Mr. Jones reported on a meeting he attended in Charleston. He informed the Board that a follow-up meeting will be held on October 19 at 4:00 p.m. Mr. Jones asked Mr. Bandi to keep in mind that financial officers are welcome to attend.

A. Hearings and Petitions

There were no hearings or petitions.

B. Board Appointment

Three names have been submitted to replace the position previously held by Mr. Bandi. Those individuals are: Nick Zervos, RESA VI; David Weaver, owner of Wheeling Volkswagen-Subaru; and Jim Busch who operates a cleaning business. Members gave remarks on the three representatives.

Dr. Hunter stated that whoever is appointed must know of the commitment they are making since there has been a problem having a quorum when it comes to attendance.

Ms. Harman made a motion to recommend Nick Zervos as the Board's nominee. Mr. Kaser seconded the motion. Motion carried.

Board members were asked to submit nominations to fill a vacancy due to the resignation of Dr. Cathy Sistilli. Nominees need to be from the Democratic party. Mr. Jones asked that everyone come to the next Board meeting with a name for the replacement of Dr. Sistilli or send an e-mail to Dr. Hunter. Mr. Jones suggested looking at someone from further north.

C. Board Attendance

Mr. Jones suggested composing a group to develop a policy regarding Board attendance. He asked for volunteers to draft a policy. Discussion ensued.

Although an attendance policy was discussed at a prior Board meeting, nothing was put in the by-laws. It was decided that an attendance matrix will be put in each Board packet.

6. President's Report

A. Wheeling Campus

Dr. Hunter mentioned that a series of events to campaign for the Wheeling campus development project would be scheduled in September. A suggested list of events on group sessions regarding the College Square concept was distributed. Members were invited to attend any of the events. Anyone interested in attending an event should contact Dr. Hunter.

As a supplement to Mr. Jones report, Dr. Hunter stated that administration has met to discuss how the college can support the idea about connecting Delegates Mezzatesta and Doyle and Senators Plymale and Edgell to local boards. Dr. Hunter stated that a packet of legislation recommendations will be put together and brought back to the Board.

Dr. Hunter stated that progress has been made recently in the Presidents Council. One item of particular significance was that all Presidents and the Chancellor have come to a unified posture on the FY 2005 budget.

Information was distributed on cuts colleges must take if the legislature adopts the proposed base budget cuts. Dr. Hunter stated that presidents want to take one single stroke restoring these cuts--restore to the system the \$33,923,298 and pro-rate it back according to schedule. If this should happen, WV Northern would be restored back \$553,967. At the present time, there is general support among legislators that higher education should not be taking the reductions that have been publicized. In addition, the presidents agreed that the Chancellor should recommend on behalf of the system an amount of \$10 million that would be applied to financial aid including \$4 million to the HEAPS program.

B. Strategic Agenda (2003-2004)

A draft of the Strategic Agenda for 2003-2004 was distributed. The agenda was distributed and discussed with faculty and staff. Mr. Danford made a motion that the Board accept the draft Strategic Agenda for 2003-2004. Ms. Harman seconded the motion. Motion carried.

C. Fall Semester Opening

An enrollment report was distributed. Dr. Hunter stated that it looks like the college will meet and possibly exceed the Fall 2003 enrollment goals.

D. Administrative Reorganization

Dr. Hunter reported that implementation of the administrative reorganization is well underway. This year there were 14 upgrades and 5 faculty promotions made.

Dr. Hunter reported that the new administrative structure for the college is a Deans model. There are six deans and the sixth one is the position of Dean of Institutional Effectiveness which will be filled by the spring term.

John Daley, Dean of Instruction will be on the agenda next month with an academic report. Also, Dr. Jones will make a technology strategic plan report at the next meeting.

7. Staff Reports

A. Financial Report

Mr. Bandi reported that the college is working through the following three phase process for financial administration:

1. Getting the budget out in the hands of faculty, staff, and administration. Leaning toward the conservative side, the budget includes last year's base less ten percent.
2. Converting to the Banner/Finance budget program. The program is live and in the testing stage. The Business Office hopes to get budgets converted over and begin using them by the end of September.
3. Developing Cost Centers so that they are totally driven toward accountability of the department heads. Up to this point, department heads have not been asked to deal with the personnel service side of the equation or facilities maintenance.

Mr. Bandi explained that departments heads refer to the deans level.

Mr. Bandi gave a brief synopsis of the year-end report for the fourth quarter ending June 30, 2003. He reported that Deloitte and Touche will be starting their audit report on September 8. Their final report should be available for the September Board meeting.

B. Foundation Report

Mr. DeFrancis reported that the Foundation is involved in a grant proposal with Dr. Bull and J. C. Williams for \$50,000 for furnishings on the Weirton campus. The grant is due by the middle of next month but should be ready to submit by next week.

Several commitments have been made from individuals for buying windows relative to the window campaign for the B&O building. The project will begin after the first of the year. Mr. DeFrancis will bring brochures on the window campaign to the next Board meeting.

Mr. DeFrancis reported that Gregg Warren, Foundation member, made an offer to do signage free of charge from Weirton Steel for college parking facilities.

C. Workforce Development

Mr. Koon distributed an enrollment report for the Center for Economic and Workforce Development for 2002-2003. Mr. Wycherley suggested that this information be taken to the legislature.

Mr. Koon reported on the changes going on in the area of the Small Business Development Center. The college will continue to house SBDC. However, the college will not provide monies to employees it will no longer supervise.

8. Old Business

There was no old business.

9. New Business

HEPC will meet on October 9. On October 10 a Board training session will be held at the India Center in Charleston. Board members are invited to attend. (Please inform Dr. Hunter if available to go.)

10. Adjourn

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

11. Next Meeting

The next Board meeting will be held on September 25 in the President's Board Room on the Wheeling campus beginning at 5:00 p.m.

Minutes Respectfully Submitted By,

Approved By,

Linda K. Dudash

David Robertson