

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

**Thursday, November 20, 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, November 20, 2003 in the B&O Board Room.

1. Call to Order

Mr. Jones convened the meeting at 5:10 p.m.

2. Roll Call

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

Other guests included: John Daley, Dean of Instruction; Bob DeFrancis, Dean, Community Relations and Institutional Advancement; Dr. Michael Hummel, Professor of Criminal Justice; Dr. John Jones, Dean, Computer Information and Communications Technologies; Mike Koon, Vice President, Workforce and Economic Development; Sue Pelley, Title III Coordinator; and Don Poffenberger, Professor of Criminal Justice.

3. Approval of Minutes (October 23, 2003)

Ms. Botizan suggested the word "erased" be replaced with the word "extinguished" in the last line of paragraph one under Item B, Deloitte and Touche Audit Report, on page two of the minutes of October 23, 2003.

Ms. Botizan made a motion to approve the minutes of the meeting of October 23, 2003 with the correction as noted above. Mr. Danford seconded the motion. Motion carried.

4. Board Chair Report

A. Hearings and Petitions

There were no hearings or petitions.

B. Board Chair Report

Mr. Jones reported on a meeting he attended with legislators on November 16. He stated that it was an opportunity for heads of the Education Committee to throw out ideas to keep contact open. Issues discussed were: finance and productivity with faculty on four-year college campuses. Another meeting with Board of Governors Chairs is scheduled for December 4 and an HEPC meeting is scheduled for December 5. Mr. Jones reported that the only written agenda Jerry Mezzatesta had was the one submitted from WV Northern.

C. Criminal Justice Department Introduction

Dr. Hunter introduced Professors Michael Hummel and Don Poffenberger of the Criminal Justice Program. Each of the professors were given an opportunity to give a brief explanation of where Criminal Justice Program is going.

Dr. Hummel talked of developing an area in forensics using computer technology as the predominant tool. He plans to talk with various program directors in the State as well as the FBI to determine what is being used and to emulate it as much as possible.

Dr. Hummel introduced the protocol for the CRJ Advisory Committee. He reviewed the purpose of the Charter, talked about the internships, memberships, responsibilities, leadership, and elections. Dr. Hunter suggested using the protocol as a model for other advisory committees.

Dr. Hunter offered to host a welcome dinner for the CRJ Advisory Committee prior to beginning of next semester.

5. President's Report

A. College Square Update/McKinley Architect Contract

Dr. Hunter introduced Dennis Gill, architect with McKinley and Associates--the firm working on Phase I of the College Square project.

A progress report relative to the project was provided for Board review.

Mr. DeFrancis announced that the Capital Campaign for the College Square project is set at \$1 million. Details of the campaign are incomplete at the present time but will be announced early in the new year.

On November 11, Dr. Hunter and College Deans met with Don Donell from the Benedum Foundation. A planning grant through Benedum was discussed. Mr. Donell offered his assistance to help WV Northern with a planning grant through Benedum. A donation of \$10,000 was presented to the College by Don Donell.

Mr. DeFrancis reported that WNHAC (Wheeling National Heritage Area Corporation) is in the process of updating its second ten-year plan. Mr. DeFrancis was asked to serve on the committee to update the plan. He provided a narrative for the College Square concept to the WNHAC Steering Committee.

Mr. Koon reported that a meeting was held with the city to discuss the College Square and partnership efforts.

Regarding the financial package for the College Square project, the following sources were mentioned by Dr. Hunter:

- Demonstration of local support for the College Square.
- Adoption of bond issuance. If the bond issue is adopted, WV Northern's share would be \$6.6 million. Dr. Hunter spoke with Chancellor Mullen about adding another million dollars to the College Square project. (A copy of a letter that went to the Chancellor will be sent to the Board.)
- Meetings with Congressional leaders in January (Senators Byrd and Rockefeller and Congressman Mollohan). The January Board meeting will be determined once a meeting is set with Congressional people.

Total cost of the College Square project is estimated at \$10 million. Roughly \$4 million is what the College will be asking for from the Congressional delegation.

Dr. Hunter asked the Board for action to employ McKinley and Associates for Phase I, Conceptual Planning, of the College Square project. Dr. Hunter stated that each phase will be preceded by Board review and action. Cost to employ McKinley and Associates for Phase I of the project is \$53,500 inclusive of all expenses.

Dr. Cummings made a motion that the Board accept the proposal of going ahead with McKinley and Associates for the engineering work on the College Square project at a cost not to exceed \$53,500. Motion was seconded by Mr. Kaser. Motion carried. On behalf of McKinley and Associates, Mr. Gill thanked the Board and the College for choosing the firm for Phase I of the College Square project.

Dr. Hunter introduced Sue Pelley, Title III Coordinator, who will take on the responsibility of serving as project liaison assistant of the College Square project.

Ms. Harman made a motion to endorse the Capital Campaign through the Foundation. Motion was seconded by Mr. Danford. Motion carried.

B. Policies Development

Policies on the Board agenda were Travel, Adjunct/Part-Time Faculty and Conflict of Interest. Dr. Hunter asked that the Conflict of Interest policy be removed pending additional time for review by faculty. The Board agreed to hold the Conflict of Interest policy for action until the January meeting.

After considerable discussion of the Travel policy, the following changes were suggested: adding section 4.9.9.1.3 to the "Other Provisions" part of Travel policy. This section would read as follows: "In the event of extenuating circumstances not otherwise covered by Section 4.9.9.1,

and relating to travel of the College employee involving at least one campus, an employee may submit to the President, or his designee, a request for travel reimbursement. Said request shall outline the circumstances which support such request, and the President, or his designee, may approve such reasonable requests.”

Also, the words “and then returns to his/her assigned location” to be struck from Section 4.9.9.1.2.

Ms. Botizan made a motion to revise the policy as discussed. Ms. Harman seconded the motion. Motion carried.

Mr. Danford moved that the Board accept and endorse the Adjunct/Part-time Faculty policy. Ms. Botizan seconded the motion. Motion carried.

6. Administrative Staff Reports

A. Financial Report

A financial report was distributed to the Board by Mr. Bandi. Also distributed was a memorandum from Mr. Bandi to Dr. Hunter with an attached monthly report. Dr. Hunter suggested the Board appoint its first committee (a two or three member finance/audit committee) which could help in presentation of the report.

Ms. Botizan requested that in the future sufficient time be allotted for review of financial statements rather than having them be distributed at the meeting. She suggested a meeting be held in the near future to discuss terms appropriate to financial statements. Mr. Koon will discuss the suggestion with Mr. Bandi and set up a seminar in either February or March 2004.

B. Academic Report

Mr. Daley distributed information relating to the academic area. He announced the appointment of Steve Woodburn, Director of Academic Support Services. Mr. Woodburn’s start date is January 5.

Mr. Daley reported that the Surgical Technology accreditation visit held on August 31 went well. The College received a \$15,000 donation from one of the vendors who works with Dr. Krupinski. Wheeling Hospital made a donation of \$300 worth of surgical drapes.

An accreditation visit for Culinary Arts is scheduled for April 7-9, 2004.

Mr. Daley reported that grant submitted to the J.C. Williams Foundation was approved (\$51,427). The grant will finish furnishing the Weirton LRC. Pat Stroud, Dr. Jim Bull, Bob DeFrancis and Mary Ann Creamer all contributed to getting the grant.

8. New Business

A. Policies Approval

* **Travel**

Approved with suggested changes as noted in item 5B.

* **Adjunct/Part-Time Faculty**

Approved as noted in item 5A.

B. Criminal Justice Advisory Committee

See item 4C.

C. Calendar for 2004 - 2005

A draft copy of the academic calendar was reviewed. Ms. Botizan made a motion to accept the 2004 - 2005 academic calendar as presented. Ms. Harman seconded the motion. Motion carried.

9. Adjournment/Next Meeting

Meeting adjourned at 7:30 p.m. The January meeting will be determined once Dr. Hunter has met with Congressional leaders regarding the College Square project.

Minutes Respectfully Submitted By,

Approved By,

Linda K. Dudash

David Robertson