

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

**Thursday, March 25, 2004 -- 5:00 P.M.**  
**B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, March 25, 2004 in the B&O Board Room.

**1. Call to Order**

Mr. Jones convened the meeting at 5:00 p.m. Conner Boyd, new Board member who succeeds Larry Bandi, was introduced.

**2. Roll Call**

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

Other guests included: Dr. Baba Adam, Dean, Institutional Effectiveness; Larry Bandi, Dean, Business/Financial Affairs; John Daley, Dean of Instruction; Bob DeFrancis, Dean, Community Relations and Institutional Advancement; Dr. John Jones, Dean, Computer Information and Communications Technologies; Mike Koon, Vice President, Workforce and Economic Development; and Sue Pelley, Title III Coordinator.

**3. Minutes of January 29, 2004**

Mr. Gilmore made a motion to approve the minutes of the January 29, 2004 Board of Governors meeting as distributed. Mr. Danford seconded the motion. Motion carried.

**4. Board Chair Report**

**A. Board Chair Report**

There was no Board Chair report.

**B. Hearings and Petitions**

There were no hearings or petitions.

## 5. President's Report

### A. College Square Update (Action)

Dr. Hunter commended the Board for its work this year. Two victories for the College include a 2.6% reduction in budget (compared to a possible 12% reduction) and adoption of the Higher Education Bond Issue which was supported by Governor Wise.

Dr. Hunter reviewed where the College is regarding the College Square project. He made the distinction between the warehouse building and the total College Square project. President Hunter summarized why the College is able to proceed. One reason is adoption of the Higher Education Bond Issue. If completely adopted, the bond issue is in the area of \$160 million for all institutions. Proceeds for WV Northern would be \$8,690,000, which breaks down to \$7.5 million for the new building project and \$410,000 to replace HVAC systems in the B&O building. Since \$410,000 is what WV Northern borrowed for the HVAC project, this would amount to a payback. There is also \$180,000 for replacement of HVAC controls in the Hazel-Atlas building and \$600,000 to replace windows and doors in the B&O building. The College is pursuing a \$600,000 grant from the Department of Transportation for windows for the B&O building. Mr. DeFrancis reported this is a continuation of the grant WV Northern received 1½ years ago from the Transportation Enhancement Act. It appears the College will get money for the second year of this program but not for the entire amount.

Mr. Bandi reported that in an afternoon conference call it was presented that monies will be rolled into a bigger project. The \$410,000 may be rolled into the College Square project. Dr. Hunter stated that by folding other amounts into the \$7.5 million, the College will have around \$8 million for the new building.

Contact has been made with most of the legislators in the State regarding the College Square project. Mr. Daley had a letter published in the *News Register* relative to the bond issue. Supporters of the Higher Education Bond Issue include: OVIBDC, Project BEST and WNHAC (Wheeling National Heritage Area Corporation). However, support is still needed from the college community. President Hunter is seeking another \$5 million from Senators Byrd and Rockefeller and Congressman Mollohan. Ms. Botizan commended all who have spoken to congressional delegates on behalf of the College Square project. Dr. Hunter stated there is still need to conduct a letter writing campaign and declaration of support from the external community. Petitions that have been collected have not yet been submitted.

President Hunter and Mr. Koon met with Senator Rockefeller and Congressman Mollohan to present the College Square project. Although unable to meet with Senator Byrd, they met with two of his assistants. Congressman Mollohan expressed his support for the project.

The Board was asked to act on five items relating to the College Square project.

Item #1 for Board action states: The Board of Governors will provide authorization and approval of revisions to the Facilities Master Plan 2000-2010 that reflect proposed changes in future development and the current parking expansions.

A presentation on the College Square project will be made at the April 23 HEPC meeting. HEPC is responsible for signing off on the College Square project. However, in order to obtain HEPC approval, WV Northern must first amend the Facilities Master Plan.

Mr. Bandi referred to the Facilities Master Plan map distributed in the Board packet. Incorporated in the Master Plan is a vision for the remainder of the years through 2010. Included in the Plan are parking lots now being utilized as well as proposed sites. Other areas mapped out include the Social Security building, a walkway connecting buildings, and potential acquisition of the ECS building as well as properties on the west end of the B&O building. Additional parking shown on the map includes parking under Route 2 and the 264 parking spaces at the Wesco building, 140 spaces which are newly paved.

Mr. Klempa moved that the Board provide authorization and approval of revisions to the Facilities Master Plan 2000-2010 that reflect proposed changes in future development and the current parking expansions. Mr. Danford seconded the motion. Motion carried.

Dr. Hunter stated that minutes of the Board meeting will be forwarded to the HEPC.

Item #2 for Board action was authorization and approval for the President and his team to present the College Square project proposal to HEPC on April 23, 2004. A distinction between the entire project and College Square will be made during the presentation. Preliminary cost estimates on four floors of the warehouse building were distributed. Total renovation of the building is estimated at \$8.5 million. Preliminary cost estimates for the entire College Square project show a bottom-line figure of \$13.7 million.

Dr. Hunter referred to a sketch of the College Square project which encompasses the warehouse building, connection to the B&O building and new building through walkways and a new concept allowing for additional green space on 17th Street and creating an entire campus effect along with the Ohio Public Library.

Dr. Hunter reported that the Ohio County Library has also put in a claim for the Social Security building. Should WV Northern acquire the building, it will be used as a Center for Workforce Development. The City of Wheeling has pledged their support for WV Northern in acquiring the structure.

President Hunter reported he spoke with McKinley and Associates regarding the Heiskell building. If the College decides to purchase the building, Mr. McKinley informed Dr. Hunter that a portion of the building could accommodate Heating, Air Conditioning and Refrigeration classes.

Mr. Robertson moved that the Board provide authorization and approval for the President and his team to present the College Square project proposal to the HEPC on April 23, 2004. Motion was seconded by Mr. Wycherley. Motion carried.

Mr. Robertson moved to amend his original motion to include that the Board provides authorization for the President and his team to also make a presentation of the College Square project to include the Community College Council on April 22, 2004. Dr. Cummings seconded the motion. Motion carried.

Item #3 for Board action states that the Board will provide authorization and approval for the President and his team to exercise the purchase option at \$275,000 for the Wheeling Wholesale Grocery building as directed in the Executive Session of the August 28, 2003 Board of Governors meeting. Mr. Robertson moved that the Board authorize the President to exercise the purchase option for the Wheeling Wholesale Grocery at \$275,000 subject to necessary regulatory approvals and notifications. Ms. Botizan seconded the motion. Motion carried.

Item #4 for Board action asks the Board to provide authorization and approval for the President and his team to proceed with development of an alternative financing plan for the College Square project should it become necessary. Dr. Hunter stated that there have been discussions with Bank One and David McKinley. Approval of administration on contingency planning is needed. Mr. Danford made a motion to authorize the President and his team to proceed with development of an alternative financing plan for the College Square project should it become necessary. Ms. Botizan seconded the motion. Motion carried.

Item #5 for Board action states that the Board of Governors provide authorization and approval for the President and his team to enter into negotiations with the architectural and engineering firm of McKinley and Associates based on the recommendation of the College Square team. Mr. Bandi summarized the recommendation as follows: The College put out for bid to select an architectural and engineering firm and received only two proposals out of four parties who expressed interest in the process. A committee of six voted unanimously to recommend McKinley and Associates as the architectural firm to undertake the College Square project based on their presentation and prior work experience with schools. Requirements of the State have now been met by West Virginia Northern.

Letters were drafted by Dr. Hunter to area legislators, Governor Wise and the Community and Technical College Council thanking them for their leadership and adoption of the Higher Education Bonds Issue; Mr. Jones signed on behalf of the Board of Governors.

Mr. Bandi commented on Dr. Hunter's leadership and tenacity regarding the College Square project. Board members expressed congratulations.

### **B. Legislative Report**

Outlines of current legislation pertinent to the College will be distributed by Dr. Hunter. Dr. Hunter informed the Board on provisions of SB 448 which relates to community and technical colleges and the creation of a Community and Technical College Council policymaking board.

Dr. Hunter reported that Jim Skidmore, former Vice Chancellor, is the new Chancellor reporting to the Community and Technical College Council rather than to the HEPC.

Inequities between WV Northern and Southern were discussed.

### **C. Policy Development**

A draft of the Protocol for Governance by Policy was distributed to the Board. The Protocol will come back to the Board in April. Suggestions or changes to the protocol should be submitted to President Hunter.

Dr. Hunter reported that Mr. Koon has been appointed to work with internal governance groups on policies. Mr. Koon will be liaison between the President's Office and governing groups.

Policies presented to the Board in their agenda packet were not new, but since they now belong to the local governing board, the Board was given an opportunity to change them if so desired. Classified Staff Council had questions regarding the Sick and Emergency Leave policy; therefore, the policy was tabled until the April meeting. The policy on Posting of Classified Position Vacancies was removed from consideration. Research will be done relative to this policy and will be brought back to the Board. Mr. Gilmore suggested the Tobacco Free Environment policy be tabled until the April meeting so that options may be explored regarding a less conspicuous space for smokers. Dr. Hunter removed the Professional Development policy from the packet.

Mr. Danford made a motion to approve the following policies (with the exception of the Tobacco Free Environment policy, Sick and Emergency Leave policy and Posting of Classified Position Vacancies): Academic Freedom, Access to Personnel Files, Alcohol/Drug-Free Environment, Annual Leave, Classified Staff Work Schedule and Records, Catastrophic Leave, Closing the College, Crime Awareness and Campus Security, Ethics/Conflict of Interest, Freedom of Information Act, Sexual Discrimination/Harassment, Social Justice (as amended), and Workplace Standards of Conduct. Mr. Gilmore seconded the motion. Motion carried.

#### **D. FY 2005 Budget**

Dr. Hunter stated the importance of recognizing the State appropriation processes and the internal budgeting processes. Although the two must link up in the end, he stated that they are different.

Mr. Bandi reported the OTPS budget was completed two weeks ago. The College has managed to stay under last year's budget numbers. A meeting on the Personnel Services budget will be held on March 29.

A recommendation was presented to the Board of Governors to adopt a 4.75% increase in tuition and fees. This amounts to a \$3.00 tuition increase--which is what the Board adopted last year. However, the College received tuition offset money so the \$3.00 increase was withdrawn. Now the College is back to needing the increase. Mr. Gilmore made a motion that the Board accept tuition and fees as proposed. Ms. Dudley seconded the motion. Motion carried.

### **6. Staff Reports**

#### **A. Academic Report**

Mr. Daley reported that two faculty have been nominated for Who's Who: Dr. Nancy Krupinski and Lisa Ingram.

The College was recently represented at the Greenbrier for the West Virginia Hospitality Cup competition for all high schools. Marion Grubor was one of the head chefs. Ms. Grubor is also part of the accreditation team for the American Culinary Foundation. The ACF National Accreditation visit will be in early April.

In the area of developmental education, Steve Woodburn, together with full-time faculty members attended the National Developmental Education Conference in St. Louis, MO.

West Virginia Northern has decided to pursue national accreditation in Developmental Education.

Mr. Daley reported that the College will replace those faculty retiring in the spring with new full-time faculty.

Mary Dudley attended the regional PTK pageant and returned with second place awards in scholarships and scholar bowl and most improved chapter in the region.

### **B. Foundation Capital Campaign Report**

The internal college community will be the first group to receive the capital campaign packets for the College Square project. Packets will be mailed to all Friends groups next week.

Mr. DeFrancis met with Tri-Campus Student Senate to discuss ideas on how to keep the College Square project in the public's eye. Mr. DeFrancis commended staff for their good work.

### **C. Financial Report**

Mr. Bandi reviewed the audit report from Shuttle and Stalmaker which was distributed with the Board agenda. The audit was through June 30 of the last fiscal year. Issues raised by the audit are being addressed by the College to assure requirements are met at the State level.

Mr. Bandi informed the Board the College will go through a State audit beginning April 12. There will be no internal audit as far as budgets. Budgets will be ready for review at the April Board meeting. The audit report was received by the Board of Governors.

### **D. Weirton Steel/CEWE Report**

Mr. Koon reported the College is working with the West Virginia Board to put programs into effect for unemployed workers from Weirton Steel.

The CEWE training facility, property leased by the College, is now on the auction block. A private individual is looking at purchasing the property. The College is working with State officials through Dan Greathouse to determine if there is anything they can do to help the College find partners to retain the training facility.

**7. Old Business**

There was no old business.

**8. Adjournment**

Mr. Danford made a motion to adjourn the meeting at 7:30 p.m. Ms. Botizan seconded the motion. Motion carried.

Linda Dudash will survey the Board to determine the best date for the April meeting.

Minutes Respectfully Submitted by,

Approved by,

Linda K. Dudash  
Executive Secretary to the President

David Robertson  
Secretary