

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

**Thursday, May 26, 2005 -- 5:00 P.M.  
B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, May 26, 2005 in the B&O Board Room.

**1. Call to Order**

Mr. Gilmore chaired the meeting in the absence of Mr. Jones. Meeting convened at 5:00 p.m.

**2. Roll Call**

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

Other guests included: Larry Bandi, Dean, Business/Financial Affairs; Robert DeFrancis, Dean, Community and Public Relations; Dr. Barry Good, Dean, Academic Affairs, Dr. John Jones, Dean, Computer and Information Technologies; Mike Koon, Vice-President/Dean, Economic and Workforce Development; and Steve Woodburn, Associate Dean, Curriculum/Student Development.

**3. Executive Session**

At 5:05 p.m., Ms. Harman made a motion that the Board go into executive session regarding salary policy and the Presidential Search. Mr. Danford seconded the motion. Motion carried.

At 7:10 p.m., the Board came out of executive session on a motion by Mr. Klempa, seconded by Ms. Boyd. Motion carried.

Mr. Gilmore reported that no outcome was required from the executive session.

**4. Minutes of March 24, 2005 and April 28, 2005**

**A. Minutes of March 24, 2005**

Mr. Klempa made a motion to accept the minutes of March 24, 2005 as presented. Mr. Wycherley seconded the motion. Motion carried.

**B. Minutes of April 28, 2005**

Ms. Harman provided the following information for the last page of the April 28, 2005 minutes on motions made when the Board went into executive session: At 6:40 p.m., Mr. Klempa moved the Board go into executive session to discuss the Presidential Search. Ms. Harman seconded the motion. Motion carried.

On a motion by Mr. Kaser, seconded by Mr. Danford, the Board came out of executive session.

**Ms. Harman made a motion to approve the April 28, 2005 minutes as amended. Mr. Danford seconded the motion. Motion carried.**

**5. Board Chair Report**

**A. Chair Report**

No report was given

**B. Hearings and Petitions**

There were no hearings or petitions.

**C. Board Officers**

Tom Danford and Jeanne Richter volunteered to serve as the Nominating Committee to solicit nominees for the 2005-2006 Board of Governors officers.

**6. President's Report**

Dr. Hunter suggested that the Board hold an abbreviated meeting to address only essential items due to time constraints. Dr. Hunter stated reports would be presented by Mr. Bandi on the budget and Dr. Good and Mr. Woodburn on the AA and AS Degree evaluations. All other items will be postponed until the June meeting.

Dr. Hunter stated that last year the College was unable to put into place academic department chairs. Since there are no academic departments in place, the College moved to the concept of Program Directors. It has taken the balance of this year to get the Program Directors in place. The new table of organization shows Program Directors reporting to Dr. Good and Ms. Yeager rather than academic departments. Money has been included in the budget for two new Program Directors.

Dr. Hunter reported there is an addendum to the Strategic Plan which the Board will be asked to consider. The addendum concerns the College's retention plan according to state mandate. This item will be placed on the June agenda for presentation.

Dr. Hunter referred to three particular lines in Mr. Bandi's expense budget and stated there are connections to strategy of development. Student tuition and fees - enrollment has increased every year. Additional revenue from tuition has allowed the institution to balance the budget. Per credit hour tuition needs approval as well as salaries and wages. There is an increase in the budget of \$392,000 which includes five new positions--three faculty positions, a Supplemental Instruction coordinator for CAL/DE and an Associate Dean in the Workforce Development area (Fred Oelschlager).

An annual goal setting retreat for the "A" Team is scheduled for June 22 at the Fort Henry Club. Results of the strategic planning retreat will be presented to the Board on June 23. Dr. Hunter will not ask the Board's approval on strategic goals for next year but will give the results to the new president. It will be up to the new president to ask for Board endorsement of the document.

Dr. Hunter stated that a July Board meeting may not be necessary.

## **7. Administrative Staff Reports**

### **A. Dean of Business, Finance, Facilities Report**

Mr. Bandi referred the Board to the 11<sup>th</sup> Draft Estimate of the FY'06 Budget that was included in the Board packet.

Dean Bandi stated that some revisions have been made to OTPS since the draft, however, changes were not made since this is a constant moving target.

A financial report was given. Mr. Bandi stated the OTPS will be a firm number but there may be slight movement. He stated the FY '06 budget is very aggressive but balanced.

The College, for budgetary purposes, has converted from FTE to billable hours. Included is an increase in enrollments for next year of about 100 FTE. Fees were increased to approximately \$60,000 next year over this year.

Academic waivers and waivers for staff and tuition were cut in half to fund raises, new faculty positions and promotions. Pay increases this year include faculty merit and equity and classified staff increases and upgrades occurring in accordance with policy.

Discussions have occurred with faculty and staff and it was agreed that raises will be effective July 1; if across-the-board raises occur at a later date, WV Northern employees will have already received their increases and will not be eligible for any additional increases in salary.

Three new faculty positions will be hired which will impact adjunct faculty positions. RPA's have been cut by \$50,000. Dr. Good will be monitoring a \$60,000 adjunct faculty budget.

On the expense side, the budget includes an increase and discernment regarding adjunct faculty from \$425 to \$450 per hour.

Mr. Bandi distributed the second audit on the book voucher system. Questions on the audit will be answered by Mr. Bandi during the June Board meeting.

The College Square project is going well. Change orders on the Annex building are at an \$8,900 credit.

#### **B. Dean, Economic/Workforce Development**

Mr. Koon reported that all policies required of WV Northern (13 of them) have been completed.

EDGE numbers are near 2,000 at this time. WV Northern will most likely be leading the state.

### **8. Old Business**

#### **A. ID Card Policy**

Dr. Hunter asked that the ID Card policy be pulled from the agenda.

### **9. New Business**

#### **A. AA Degree**

Dr. Good gave a thorough report on the AA Transfer Degree. The transfer degree means that certain courses can be transferred to a four-year institution. The program has between 64-67 hours. Members of the Program Review Team included: Regina Jennette, Mike Koon, Dr. Tony Vavra and Steve Woodburn.

Strengths of the program were reported to the Board.

Weaknesses of the program were cited. A major concern of the committee was decreases in enrollment in the past several years with a substantial loss occurring in fall 2003. The reason for the decline appears to be primarily the creation of the Elementary Education Transfer program and expansion of other transfer programs which reclassifies the students. In addition, the expansion of transfer programs have cut significantly into the enrollment numbers.

Recommendations of the committee for improvement of the AA Degree was to: strengthen concentrations and market the program so that it is identified with the concentration and not the degree, improve both internal and external marketing, create Liberal Arts Center staffed with transfer coordinators/advisors, further evaluate and enhance curriculum, continue adding articulation agreements involving AA program, add a communication/journalism component or program including a faculty member, and revive fine arts by adding a concentration.

Approval was given for the hiring of a program director to review the AA Degree. This should occur this fall.

To strengthen the program in a substantive way, WV Northern is looking to create a journalism concentration; Jim Forbes is teaching courses. Dr. Good stated he and Mr. Woodburn will speak with Mr. Forbes to determine if 2 + 2 courses can be formed.

Another recommendation was to look into concentration of a Fine Arts Program as well as foreign languages. By 2007, the four-year colleges are going to require for admission a sequence of a foreign language.

## **B. AS Degree**

Dr. Good distributed an updated version of the AS Degree from the one included in the Board agenda packet. The AS Degree is a degree which transfers to a four-year university--math, biology, pre-med, pre-dentistry, and science. This program requires a total of 63 hours to graduate. Members of the Program Review Team included: Dr. Regina Jennette, Mike Koon, Dr. Tony Vavra and Steve Woodburn.

The recommendation of the committee is that the Program Review Team be continued to consider recommendations as the program develops further.

As the institution strengthens this program, a full-time chemistry instructor will be needed. Four applicants for the position will be interviewed next week. The chemistry instructor will not only teach chemistry, but build the program and offer second level chemistry courses. The Search Committee for the chemistry instructor consists of: Tom Danford, Dr. Barry Good, Dr. Mike O'Brien, Dr. Rick Pusz and Rita Yeager.

Another recommendation was that the institution look at upgrading labs and equipment. Labs will be located on the second floor of the B&O building.

Dr. Good reported that marketing tools for the AA and AS Degree programs need improvement. Mr. DeFrancis is helping with this endeavor. Marketing brochures will be distributed internally.

A recommendation has been made to keep the Liberal Arts Task Force for monitoring the AA & AS Degree programs.

**Mr. Klempa made a motion to accept the recommendations of the Liberal Arts Task Force relative to the AA and AS Degrees. Mr. Wycherley seconded the motion. Motion carried.**

Mr. Gilmore stated that the Board would be interested in an interim report of the two programs.

#### 10. Adjournment/Next Meeting

**Mr. Klempa made a motion that the meeting be adjourned at 8:15 p.m. Ms. Richter seconded the motion. Motion carried.**

The next Board of Governors meeting will be held on June 23 at 5:00 p.m. in the President's Board Room.

Minutes respectfully submitted by,

Minutes approved by,

Linda K. Dudash  
Administrative Assistant Sr.

Anne Dieckmann-Harman  
Board of Governors Secretary