

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

**Thursday, July 24, 2003 -- 12:30 P.M.
Bayer Lodge, New Martinsville, WV**

Bayer Corporation hosted a retreat for the West Virginia Northern Community College Board of Governors at the Bayer Lodge in New Martinsville, WV on July 24, 2003.

1. Call to Order

Mr. Jones called the meeting to order at 1:25 p.m. New members of the Board were introduced; they are: Mary Dudley, Student Representative and Zac Wycherley, Classified Staff Representative. Mr. Jones stated that Larry Bandi accepted a position as the new Dean of Business/Financial Affairs at WV Northern and, therefore, has resigned from the Board.

2. Roll Call

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

Guests included: Larry Bandi, Dean, Business/Financial Affairs; Bob DeFrancis, Dean, Community Relations and Institutional Advancement; Mike Koon, Vice-President/Dean Economic and Workforce Development.

3. President's Report

Dr. Hunter reported on the Deans Council Retreat held on July 17 at the Fort Henry Club. Presented to Council were the following six topics on which he intends to focus during the coming year: Wheeling campus development, Institutional Effectiveness, continuing challenge of Enrollments Management, internal governance, budget problems, and building better bridges—the importance of partnerships.

The Deans Council comprised a list of goals to be presented, reviewed and adopted by the Board of Governors. Once reviewed by the Board, the list will be excised to ten major goals for the year. The list will then be distributed to the entire college community for comment. Comments will be brought back to the Board of Governors at their August meeting. At that time, the Board will be able to make changes. Formal adoption of the agenda will set the direction of development for the year. Administrative officers have been asked to educate and communicate with their department and formulate the operational objectives which pertain to applicable strategic goals. Each administrative officer is then responsible for monitoring how well his/her area is doing with each operational objective and is responsible for submitting a monthly report. At mid year, an evaluation retreat will be held for refinement of the Strategic Agenda.

A comparative funding picture is being developed; the College will recommend how the funding formula should be changed. Inequities in funding of community colleges will be addressed.

Regarding Enrollments Management, Dr. Hunter reported that the State is requiring the College to improve the number of students who pass the licensure exams.

Dr. Hunter stated that the College is searching for a Dean of Institutional Effectiveness. This position will handle duties such as State reports and accreditation.

4. Business Office Report/Budget

Mr. Bandi shared with the Board of Governors some of his perceptions since he has come on board. He reported that local and State auditors have been working in the Business Office. The Business Office is looking into opportunities for streamlining operations and ways to provide a positive approach to the College's fiscal responsibility. At the next meeting, Mr. Bandi will be able to share issues that have been uncovered on how policies and procedures have been put in place in order to avoid future errors.

Dr. Hunter approved a letter to be sent to contract holders asking that they deduct 3.5% from their budgets. If they do not accept the 3.5% cut, the College will go out to bid in an attempt to secure reductions.

A procedure for the College receiving process is being developed by Mr. Bandi. He is also developing a risk factor list for the Business Office.

The Deloitte and Touche auditor's report will be available by October 31.

Relative to next year's budget development, the College will take into consideration State mandates. Dr. Hunter stated that this may be difficult if the College is fair across the board. New money in the range of \$350,000 to \$400,000 will be needed. As a complementary piece of work, Dr. Hunter suggested that the College alert HEPC and legislators on the lack of State support to carry out mandates that the legislators have adopted and provide them with a suggested new model. This will be worked into the Stand Up for Northern! Campaign.

5. Issues to HEPC

An e-mail was sent to Board members by Mr. Gilmore announcing that the Board is invited to bring College issues to an HEPC meeting scheduled for August 3 at 4:30 p.m. at the Capitol in Charleston. Mr. Gilmore stated that the Board should be represented at the meeting. HEPC is

asking that five items from each College Board be presented at the meeting. Possibilities discussed by the Board to include on that agenda are: (1) Purchasing - approval process, authority to spend; (2) unfunded mandates; (3) financial equity amongst schools; (4) management rights issues; (5) local Board authority vs. HEPC (salary policy for faculty); and (6) handling of grievances locally. Mr. Jones will represent the Board at the meeting. He will work with Dr. Hunter on final list of issues.

6. Wheeling Campus Development

Information regarding construction of a new building behind the B&O building vs. acquiring and renovating the J. D. Miller warehouse was presented to the Board by Dr. Hunter. The College has been working with the city on parking in proximity to the warehouse building and the B&O building. There is also the question of the College acquiring the Social Security building. Expressions of support in helping to acquire the Social Security building have come from Congressman Mollohan and Senator Byrd.

WV Northern has lost the student parking lot in the vicinity of the Hazel-Atlas building; however, the College does own and plans to develop property two-tenths mile from the Hazel-Atlas building.

In regard to the parking lot, Mr. DeFrancis and Mr. Bandi reported that the College has requested some variances from the Board of Zoning Appeals relative to landscaping. Of seven variances requested by the College, the following three were allowed: (1) to reduce the front yard in the I-2 Industrial Zone from 30' to 15' in order to locate parking stalls or aisles serving such stalls in the required front yard, (2) to reduce the required side and rear yard setbacks in the I-2 Industrial Zone from 5' to 3' to provide parking in the side and rear yards, and (3) to reduce the required number of handicapped spaces in accordance with the "Uniform Federal Accessibility Standards" from 4 to 0.

The Board of Zoning would not allow the College to strike the four variances from the plan that would have made a significant difference in cost. With that in mind, McKinley and Associates revised specs which were presented to the Planning Committee two weeks ago. The committee's main complaint was with landscaping, greenery and trees. The College assured them greenery would be installed within an 18 month time period.

Mr. Bandi reported that clean up of the "water table" at the back of the B&O building should be completed by mid September. Cost of the project is approximately \$150,000.

HVAC work on the B&O building is scheduled for completion by August 11. Cost of the project is approximately \$310,000. The College received a \$260,000 advance on the project.

Mr. DeFrancis reported that window replacement at the B&O building will be held off until next year. Dan Grant of McKinley and Associates has set a time line of January 2004. Mr. Grant will submit this recommendation to the College in letter form for the College to submit it to the Department of Highways. This will allow the College to collect the matching money which will come in four separate checks.

- 7. College/State Relations and Issues – Evolving Role of the Local Board** -- Mr. Gilmore announced that a Board training session will be held on October 10 from 9:30 a.m. - 4:00 p.m. at the India Center in South Charleston.

A survey by HEPC of all colleges will be taken to determine the amount of money colleges are spending on adjudication of grievances. Dr. Hunter explained the traditional grievance procedures for faculty and staff.

8. Strategic Goals – 2003 - 2004

Strategic goals for 2003 - 2004 were discussed. Mr. Jones and Mr. Danford will review the list of goals and bring to the next Board meeting a compilation of the Board's thoughts for the Strategic Agenda.

(The Retreat portion of the meeting concluded at 5:20 p.m.)

(The Business portion of the Board meeting commenced at 6:30 p.m.)

9. Approval of Minutes (May 22, 2003)

Mr. Danford made a motion to accept the minutes of the May 22, 2003 meeting as presented. Mr. Gilmore seconded the motion. Motion carried.

10. Hearings and Petitions

Mr. Jones announced there were no hearings or petitions.

11. Resolutions

Mr. Danford made a motion to accept resolutions for Larry Bandi, Teri Meeker, and Teresa Hemingway for their service to the Board. Mr. Wycherley seconded the motion. Motion carried.

Mr. Jones presented Mr. Gilmore with a gavel for his service to the Board for two years as Chair.

12. President's Report

Dr. Hunter did not give a report.

President Hunter invited the Board to attend any of the events during the week of August 11, especially the All-College Day event on Monday, August 11 at the Schwertfeger Shelter (next to the playground) at Wheeling Park. A schedule of events for All-College week will be e-mailed to the Board.

13. Old Business

A. Rescission of Tuition Increase

Dr. Hunter reported that WV Northern was included by HEPC for rescission of tuition; therefore, since the Board originally adopted the increase, it is appropriate that they rescind it.

Mr. Danford made a motion that assuming that HEPC comes through with their tuition offset funds of \$115,000 or more, the Board rescind the recent tuition increase. Motion was seconded by Mr. Gilmore. Motion carried.

B. HB 2224

Dr. Hunter referred to policy recommendations in compliance with HB 2224 that were distributed with the Board agenda booklet. Policy recommendations were first read by the Board at the May 2003 meeting and published in the June publication of Liaisons. Dr. Hunter stated that faculty may not have seen the full-time/part-time faculty ratio, but it is what the College has been doing.

Regarding the Bookstore Operations Revenues policy, Mr. Danford recommended that any bookstore surplus go into a fund where all students receive benefits.

Mr. Gilmore made a motion to adopt the policy changes in compliance with HB 2224. Mr. Wycherley seconded the motion. Motion carried.

C. Budget

Mr. Bandi distributed information regarding the budget. He stated that he has received notification that the College was given an allocation increase from the State which was not included in the original budget.

14. New Business

A. Meeting Schedule 2003 - 2004

The meeting schedule for 2003 - 2004 will remain the fourth Thursday of each month at 5:00 p.m. in the B&O Board Room unless otherwise announced. However, the Board will be surveyed to make certain the same date is a good time.

B. Board of Governors By-laws

Dr. Hunter and Mr. Jones will review the Board of Governors By-laws. By-laws will be included on the August agenda under the Chair's report.

C. Replacement to Board of Governors

Dr. Hunter announced that there needs to be a replacement to the Board since the resignation of Larry Bandi. Party affiliation for the member will need to be Republican. Jean Holloway will be contacted to see if she may be interested in serving. Linda Dudash will send an e-mail to the Board asking that they submit names for potential candidates.

D. President's Evaluation

Dr. Hunter distributed the results of the internal survey of his evaluation to the Board. Board evaluation of the President was postponed until more Board members are present.

E. Student Complaint

Mr. Jones reported that he received a letter of complaint regarding a student who took exception to the length of time it took her to get registered at the College. (Case has been resolved.) If a

Board of Governors *Official Minutes*
July 24, 2003
Page 7

Board member receives anything of this sort in the future, they are asked to forward it to Dr. Hunter as soon as possible.

15. Next Meeting

The next Board meeting will be held on August 28 in the President's Board Room on the Wheeling campus beginning at 5:00 p.m. Anyone who is unable to attend in person but would like to be connected by phone should contact Linda Dudash at 233-5900, ext. 4201.

16. Adjournment

The meeting adjourned at 7:15 p.m.

Minutes Respectfully Submitted By,

Approved By,

Linda K. Dudash

David Robertson