

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

**Thursday, April 25, 2002 — 5:00 P.M.  
B&O Board Room**

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

**1. Call to Order**

Mr. Gilmore called the meeting to order at 5:15 p.m.

**2. Roll Call**

Roll call was taken by Linda Dudash. Members in attendance were: Tom Danford, Frank E. Gilmore, Anne Dieckmann Harman, Jean Holloway, Keith Jones, David Robertson, and Teresa Hemingway. Excused: Dr. Darrell Cummings, Dr. Martha Dean, Michael Saporito, and Dr. Cathy Sistilli. Participating by phone: Brenda Botizan.

Other guests included: Bob DeFrancis, Dean, Community Relations and Institutional Advancement; Pat Henry, Business/Finance Manager; Ralph Lucki, Academic Director, Center for Nursing, Allied Health, Science and Technologies; and Garnet Persinger, Provost.

**3. Approval of Minutes (March 28, 2002)**

Mr. Danford made a motion to accept the minutes of the March 28, 2002 meeting. Mr. Jones seconded the motion. Motion carried.

**4. Board Chair Report**

**A. Hearings and Petitions**

Mr. Gilmore announced that there were no hearings or petitions.

**5. Miscellaneous**

**A. Report on Special Boards of Governors/HEPC Meeting**

A report was given by Mr. Gilmore and Mr. Robertson regarding a special meeting they attended in Charleston for college Presidents, Boards of Governors chairs and representatives of all state institutions, and the Higher Education Policy Commission on April 18. The financial session of the meeting was attended by Dr. Hunter and Mr. Robertson. A second Board orientation will be held September 12.

Mr. Robertson stated that bond issues will be funded by student fees.

Information distributed by John Hoblitzell will be sent to Board members.

A one-hour presentation about leading the colleges into the future by focusing on Visions was given by Chancellor Mullen at the April 18 meeting. Copies of the slide presentation will be distributed to Board members.

### **B. Current/Future Events**

Dr. Hunter reported that Student Recognition Events have been held on all three campuses to recognize and honor student leaders. Photos of the "Leadership Class of 2002" were taken and will be displayed on each campus. Student Recognition Breakfasts/Luncheons will become an annual College event.

An invitation was extended to Board members to the following College events:

Weirton Honors -- April 26 - 7:00 p.m. - Serbian-American Center  
New Martinsville Honors -- April 28 - 2:00 p.m. - Lincoln Theater  
Wheeling Honors -- May 3 - 7:00 p.m. - B&O Auditorium  
Commencement -- May 12 - 3:30 p.m. - Wheeling Civic Center

Mr. Gilmore stated that the Board will work through having a representative of the Board at each of the College events. Mr. Robertson asked that a master calendar of important events be prepared in order to divide representation equally among Board members. Dr. Hunter agreed to distribute a master calendar at the beginning of the academic year.

Mr. Robertson agreed to speak on behalf of the Board at the May 12 Commencement ceremonies.

### **C. June Meeting**

A change in the June meeting date was discussed. Members present agreed to changing the meeting date to June 20. Linda Dudash will solicit feedback on the date change from members who were unable to attend the meeting.

## **6. President's Report**

### **A. HEPC Policies and Procedures**

A two-page list of policies and procedures adopted by HEPC along with their status was distributed to the Board. Work is continuing on the new compendium of policies. Once a digest is in place for faculty and staff, it will be distributed to the Board of Governors for their review.

Dr. Hunter stated that the HEPC is continuing to take action on transferring responsibilities for policies from the state to the local governing boards.

**B. FY 2003 Budget – First Reading**

A draft of the 2002-2003 budget was presented to the Board for first reading. Emphasis was placed on the executive summary of the FY 2003 budget. Dr. Hunter mentioned that a strategic paper was distributed at the beginning of the process. The budget will come to the Board for second reading in May.

**C. Application Fee**

A College application fee was discussed. The Board asked that application fees of the college's competitors be investigated. Since this information was not available to the Board, President Hunter tabled the agenda item until the May meeting.

**D. Distinguished Alumni Award**

Due to illness, Darryl Ruth, president of the WVNCC Alumni Association, who was scheduled to speak regarding the Distinguished Alumni Award was unable to attend the meeting.

Dr. Hunter informed the Board that at one point in time the College presented a Distinguished Alumni Award (plaque was shown to the Board) and that he would like to resurrect the award. Larry Bandi was recommended by Alumni officers as an outstanding candidate for the award. Mr. Bandi, who graduated with an Associate of Applied Science degree in Accounting became CEO at Ohio Valley Gases, Inc. He also serves on the College Foundation. Dr. Hunter asked for approval of this recommendation. Mr. Danford made a motion to resurrect and endorse the Alumni Association giving the award. Ms. Holloway seconded the motion. Motion carried.

**7. Staff Reports**

**A. Academic Report**

Ralph Lucki, Academic Director of the Center for Nursing, Allied Health, Science and Technologies was introduced. Mr. Lucki was in attendance to answer questions regarding program evaluations.

Ms. Persinger gave an overview, recommendations and status report of program reviews. She stated that after review from academic faculty, recommendations entailed some major revisions and were then presented to the Academic Affairs Assessment Committee. A second review is scheduled for May 10. Actions are due to HEPC by May 31.



Ms. Persinger stated that this is the first year of the multi-year curriculum evaluation system. Routine reviews will be held every five years. Program review summary reports were distributed to the Board with executive summaries attached.

The following programs were recommended for continuation: (1) AAS, Computer Information Technology; AAS, Industrial Technology; AAS, Refrigeration, Air Conditioning and Heating; CP, Industrial Maintenance; CP, Appliance Repair; and CP, Culinary Arts. Mr. Danford made a motion that the Board accept and endorse the multi-year program evaluations reports that were submitted. Ms. Holloway seconded the motion. Motion carried.

Due to low enrollments, high attrition and low graduation rates, the AAS, Medical Laboratory Technology program was recommended for discontinuance. The Board will consider two options: (1) total discontinuance of the program, or (2) placing the program in an inactive status. Since the Board had questions pertaining to licensure and suspension of programs which needed investigation, the recommendation was tabled until the May meeting. Information will be provided to the Board before the next meeting.

Ms. Persinger presented to the Board a recommendation to eliminate the CP, Paramedic Technology program and down grade it to continuing education. Mr. Robertson made a motion to accept the recommendation. Ms. Harmon seconded the motion. Motion carried.

### **B. Oglebay Partnership**

In Mike Koon's absence, Ms. Persinger reported on the College's proposed partnership with Oglebay Institute. The Institute would offer classes in the areas of fine arts and laboratory experiences in environmental science. Mr. Danford suggested that the College move forward on the partnership with Oglebay Institute.

### **C. Finance Report**

Mr. Henry shared with the Board third quarter financial statements for review. He noted, however, adjustments have not yet been made for year end. Board members requested that these statements be presented in advance of the meeting. Dr. Hunter agreed.

## **8. Old Business**

There was no old business.

## **9. New Business**

### **A. Faculty Load Policy Change**

Ms. Persinger explained the Faculty Load Policy change and the different contact hours. Mr. Gilmore asked that the Faculty Workload Policy change be presented in policy format. The item was tabled for the May meeting.

**B. Board Meeting Materials**

Mr. Robertson suggested that full information be presented to the Board for review prior to the evening of the meeting. Mr. Danford commented that anything not received by the Board seven days prior to the meeting date should not be expected to be discussed at the meeting. Since Dr. Hunter had to depart early for a speaking engagement, Mr. Gilmore offered to take the comments to him to try to improve the efficiency of the Board.

**C. Resignation**

Mr. Gilmore announced that Ms. Holloway has informed the Board that she intends not to be considered for renomination to the Board when her term expires in June.

**10. Adjournment/Next Meeting**

Chair Gilmore declared the meeting adjourned at 7:25 p.m. The next scheduled meeting date is May 23 at 5:00 p.m. in the B&O Board Room. Anyone who cannot attend meetings in person and would like to be conferenced in by phone should contact Linda Dudash at 233-5900, ext. 4201.

Minutes respectfully submitted by,

Approved by,

Linda K. Dudash  
Executive Secretary to the President

David Robertson  
Board of Governors Secretary