

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

**Thursday, September 25, 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, September 25, 2003 in the B&O Board Room.

Dr. Hunter introduced the new Director of Libraries, Pat Stroud. He informed the Board that Ms. Stroud was instrumental in putting together a grant through the J. C. Williams Foundation which will complete the building of the library on the Weirton campus.

1. Call to Order

Mr. Gilmore called the meeting to order at 5:10 p.m. in the absence of Mr. Jones.

2. Roll Call

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

Other guests included: 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; and Mike Koon, Vice President, Workforce and Economic Development.

3. Approval of Minutes (August 28, 2003)

Mr. Danford made a motion to approve the minutes of the meeting as distributed. Ms. Harman seconded the motion. Motion carried.

4. Board Chair Report

A. Board Nominations

Dr. Hunter announced that two members are needed to complete Board membership. One member is needed from each party. The Board concluded that representation from all geographical areas would be beneficial to the Board. Dr. Hunter stated that Ohio residents are eligible to sit on the Board.

Names of several prospective members have been submitted to Dr. Hunter. Dr. Hunter reported that Orphy Klempa, labor co-chair of Project BEST and a registered Democrat is available to serve on the Board if nominated. Ms. Harman submitted the name of two Republicans: Dave Weaver and Jim Buch. She will contact them to see what their commitments are. Mr. Robertson

suggested Dr. Joe Schreiber, Democrat from the Weirton area. Mr. Robertson will contact Dr. Schreiber to see if he is still available to serve. Mr. Gilmore stated that members who have suggested people will need to get confirmation of their availability and a short bio from them. The key will be to finalize the nominations and be able to act at the October meeting.

B. Hearings and Petitions

There were no hearings or petitions.

5. President's Report

A. Wheeling Campus Development

Dr. Hunter presented a new drawing of the College Square Concept to the Board. He stated that the drawings are not final. A more finished model of the integrated campus will eventually be done by a Pittsburgh firm.

Dr. Hunter reported that discussions with various people have been held in the past month. They included: Don Rigby, OVIBDC; Mayor Nick Sparachane; Bob Herron, City Manager; Ogden Nutting; Randy Worls, General Manager, Wheeling Park Commission; Bill Wilmoth and the Chairman of WNHAC as well as student leaders. Plans are being made to make a presentation to Senators Byrd and Rockefeller and Congressman Mollohan.

Wheeling Friends of the College met on September 25. The Friends will be submitting a resolution in support of the College Square Concept. Copy of a resolution received from OVIBDC was distributed. The college is looking for a resolution to come from City Council. Dr. Hunter expressed his desire to get a resolution from outside the Wheeling area. Suggestions of who the college could contact outside the area should be submitted to Dr. Hunter. A drive will be conducted throughout the fall semester and by January the college will have a finished presentation for Senators Byrd and Rockefeller, Congressman Mollohan and college allies in Charleston. However, a realistic opportunity with Senators Byrd and Rockefeller and Congressman Mollohan appears to be a year down the road. It is anticipated that the concept will be in final form by the beginning of the new year. The crucial part, however, is the financial package.

The WVNCC Foundation met today. A motion was adopted in support of the College Square Concept and a fund raising effort. The Foundation will help steer the fund raising effort and will determine the type of campaign to be organized. Bill Wilmoth elicited Heidi Friend to do some grant writing for the college.

Design plans are being made relative to the square footage on the warehouse building.

Dr. Hunter referred to a comparative report of the enrollment of the 2003 academic year included in the Board packet which highlights Southern and Northern.

B. Need for Policy Development

Dr. Hunter stated that the college will be spending more time on policies and procedures this year. A copy of Rules and Policies that the Board will be dealing with as transition to a local Board was distributed.

C. CEWE/Weirton Steel

Relative to the college's partnership with Weirton Steel, Dr. Hunter reported that the college is in the process of developing a new Strategic Plan for CEWE. The plan will require support from area industries, Senator Rockefeller and David Satterfield.

D. Dean Search

Dr. Hunter reported that a candidate has been chosen for the position of Dean of Institutional Effectiveness. Dr. Winnie Black has been offered the position. As soon as Dr. Hunter finds out if she accepts the position or not, he will inform the Board.

6. Staff Reports

A. Financial Report

Mr. Bandi gave a report on the new financial platform and reported that Phase I has been completed.

July/August budget reports will be distributed on September 26. The suggested format for Board reporting of quarterly reports was distributed. A completed format will be available for the October Board meeting. Suggestions of what the Board would like to have included on quarterly reports are to be e-mailed to Mr. Bandi. Comments on format would be appreciated.

The Annual Report is to be submitted by September 30. WV Northern appears to be the only institution to comply. With a vision to improve policies and procedures, the Business is working on updating and creating policies.

Dr. Hunter stated that in November the college will begin the budget process for FY 2005.

Dr. Hunter asked the Board to consider adopting a resolution requesting from HEPC and the Chancellor that WV Northern's fee requirement to the Deloitte and Touche audit be cut in half. (Deloitte and Touche will report at the October Board meeting.) Discussion on the matter will take place at the October Board meeting. If the college is able to get through the year without

a budget reduction, Dr. Hunter stated it may be possible something can be done in the way of salary increases. Equity vs. inequity of faculty salaries was discussed. Dr. Hunter recommended that a minimum wage of \$30,000 be set for faculty.

Mr. Bandi stated that an advance copy of the audit will be sent to the Board of Governors in the October agenda packet.

B. Academic Report

Mr. Daley reported that the college has increased enrollment beyond its goal for this term. He stated that very few classes had to be cancelled due to low enrollment. Programs now beyond capacity are: the RN program, Surgical Technology and Culinary Arts.

New hires include, Dr. Mike O'Brien and Debbie Folger, Biology; Helen Papeika, Nursing; Katherine Freeman and Mary Marlin, Developmental Education; Teresa Ramsey, Surgical Technology; Joe Remias, HVAC; and Dr. Michael Hummel, Criminal Justice. Sharon Campbell and Mike Koon agreed to teach for the college this semester. An RN is still needed in New Martinsville and Weirton. The position of Director, Academic Support Services will be advertised in-house next week.

ACF (American Culinary Federation) review will be held in March 2004. Marian Grubor is working on the accreditation.

New software has been acquired in the nursing program which will allow students to practice for their board exams. Nine desk top computers were purchased for faculty to administer the test.

Class lists will be digital next semester.

Organization into ten academic departments is under way and almost complete. The department chairs will not be compensated financially.

WV Northern will provide e-mail accounts for every student by the end of this semester.

The college is looking into auto dialers for each campus to help in digitally contacting students in the case of cancellation of classes.

To assist in scheduling meetings, the college is looking into MS Exchange.

To address the issue of attrition, supplemental instruction - structured tutoring classes - have begun this year.

Wheeling Downs Hotel has agreed to cooperate with the college in a paid internship program for business study students. Interns will actually be employees of Wheeling Downs.

Dr. Michael Hummel and Don Poffenberger plan to introduce a homeland security program.

C. Foundation Report

Mr. DeFrancis reported that Jerry Halverson has resigned from the WVNCC Foundation. The Board passed a resolution honoring his services.

D. Technology Report

Dr. Jones distributed and gave a report on the Next Level Technology Strategic Plan. The plan will move the college to higher level technology usage. A goal has been set to have 40 plus web-based or web enhanced classes. The college is considering implementing the Fairmont State model.

The report that was distributed shows only soft money, additional Perkins monies will be spent.

KnowledgeDispatch training was recently held with 40% of faculty and staff attending the sessions.

7. Old Business

There was no old business.

8. New Business

A resolution honoring Dr. Cathy Sistilli for her service on the Board was read to Board members. Mr. Danford made a motion for passage of the resolution. Dr. Cummings seconded the motion. Motion carried.

Purchase Card Policy, the first of a long series of policies and procedures to be brought to the Board was distributed to Board members. Three policies were distributed to the Board:

- Debt Collection - For information only. Sent by e-mail. No further review needed by the Board
- Purchase Card - Asking the Board to adopt the policy portion of the procedure (the first three pages).
- Cash Management - Policy to be distributed and explained during Executive Session.

Mr. Robertson made a motion to accept the "P" Card procedure as distributed. Mr. Danford seconded the motion. Motion carried.

Mr. Wycherley stated that the college does not have a Diners Card but has a Master Card. This change will need to be made on page three of the Purchase Card Procedure. A motion was made to accept the Purchase Card Procedure as modified.

9. Adjournment

Meeting adjourned at 7:05 p.m. Ms. Harman made a motion for the Board to go into Executive Session to discuss the Cash Management Policy. Mr. Danford seconded the motion. Motion carried. The Board entered into Executive Session at 7:05 p.m.

At 7:25 p.m., Mr. Danford moved that the Board come out of Executive Session. Ms. Harman seconded the motion. Motion carried.

Mr. Danford moved and Dr. Cummings seconded that the Board hereby ratifies the action taken by President Hunter on September 15, 2003 in administratively implementing WV Northern's Cash Management Policy/Procedure. The motion was unanimously adopted.

The next scheduled meeting will be Thursday, October 23 at 5:00 p.m. in the B&O Board Room.

Minutes Respectfully Submitted By,

Approved By,

Linda K. Dudash

David Robertson