

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

**Thursday, September 5, 2002 — 3:00 P.M.  
Ft. Henry Club**

The first evaluation retreat of the West Virginia Northern Community College Board of Governors was held on Thursday, September 5, 2002 at the Fort Henry Club.

**1. Call to Order**

Board Vice-President Jones called the meeting to order at 3:15 p.m.

**2. Roll Call**

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

Mr. Gilmore introduced Lou Costanzo and Brian Trischler of Costanzo and Associates. Other guests included: Robert DeFrancis, Dean, Community Relations and Institutional Advancement; Pat Henry, Business/Finance Manager; Dr. John Jones, Dean, Computer Information and Communications Technology; J. Michael Koon, Vice-President, Economic and Workforce Development; Garnet Persinger, Provost.

**3. Report by Costanzo and Associates**

The June 30, 2002 balance sheet and FY end financial statement was presented by Mr. Costanzo.

Mr. Costanzo presented a complete picture of where the College is and what issues need to be addressed.

Mr. Trischler distributed a meeting agenda from Costanzo and Associates. He stated that overall net assets of the College increased \$200,000 and unrestricted net assets increased \$500,000.

An explanation of revenue/expenses by category was given. Numbers were compared for this year and last year. Mr. Trischler reported there is a new format for financial statements--there will be no separation on the new statement between restricted and unrestricted funds, everything is combined into one column. Current and non-current liabilities were mentioned.

A question and answer period followed the Costanzo budget presentation.

Dr. Hunter reported that he asked the Enrollments Management Council to review enrollments and consider setting next year's goal at 1600 FTE. President Hunter stated that an increase in FTE enrollment growth would be a favorable revenue stream to offset some of the Governor's mandated 10% reduction. Work will be aimed at increasing enrollment, revenues, and enhancing partnerships.

Mr. Costanzo stated that the challenge of the Board will be to provide quality resources and balance the budget. Dr. Hunter mentioned that a conference may be set up with the Chancellor's office and Costanzo and Associates some time in the future to discuss integration of internal and external auditors. Current fees charged to the college for the Deloitte & Touche state audit are unnecessarily high.

Dr. Hunter explained the fiduciary responsibilities of the Board. Monthly financial statements will allow the Board to monitor the financial situation. Mr. Koon informed the Board of the NCA re-accreditation visit scheduled in March 2003. He reviewed some questions NCA may ask the Board including what their input has been regarding the budget process and financial situation.

## **5. PowerPoint Presentation**

A PowerPoint Presentation titled "Community Colleges--The Overlooked Mission in West Virginia Higher Education" (copy attached) was given to the Board. The presentation will be made to the Foundation on September 19. Dr. Hunter plans to convene with Northern Panhandle legislators in the near future to give a modified version of the presentation. Mr. Robertson suggested a slide be included reflecting the capital needs of the College. A rendition of the PowerPoint presentation was made to legislators who visited the college several weeks ago.

Mr. Koon picked up the presentation beginning with the AAA formula for community colleges, the full range of services offered by WV Northern, strategic and operational planning, workforce training and partnerships.

Ms. Persinger continued the presentation with student profile comparisons, defining how quality is measured, and discussing how the College is doing more with less.

Mr. Koon stepped in to discuss revenue by source, projected expenditures, total State appropriations per FTE student, per cent of increase over the base with other State appropriations, and 2001-2002 allocations for community and technical colleges.

Dr. Hunter talked about disparities and inequities in WV Northern and Southern CTC support. President Hunter stated the need for relief by obtaining political support from Northern Panhandle legislators in a "Stand Up for Northern" Campaign. Dr. Hunter is asking Faculty Senate, Classified Staff Council, the WVNCC Foundation, and the Board of Governors to combine in a united front to make the case for the Northern Panhandle.

Reciprocity agreements were discussed along with differences between metro agreements and reciprocity agreements. The Board will ask the Chancellor to continue to support the reciprocity agreement. He mentioned that a new tuition and fees policy is coming from HEPC.

Dr. Hunter reported that HEPC has decided that all Colleges should do a review of the biological science programs this year.

The most compelling message the legislature could send in the budget process, Dr. Hunter said, is to once again exempt community colleges from the 10% reduction. Mr. Gilmore suggested including a slide in the presentation asking how the Northern Panhandle legislators can help.

Dr. Cummings suggested inserting a slide of the Hazel-Atlas science lab and the back of the B&O building in the presentation to legislators. Mr. Robertson stressed the need to convey a clear understanding of WV Northern's requests.

#### 6. Presentation by Chancellor Mullen

"It All Adds Up," a presentation by Chancellor Michael Mullen, focused on the State-wide Compact for the future of West Virginia. Copy of Chancellor Mullen's presentation is attached.

Chancellor Mullen talked about the September 12 special meeting of the Board of Governors to be held at the Embassy Suites in Charleston. Peter Ewell, evaluator of assessment programs on all campuses, will be present at the September 12 meeting to speak on how advanced certain colleges are and how boards can use the information. After Mr. Ewell's talk on State-wide assessment, participants will break into groups to discuss with HEPC staff or Policy Commission members about how campuses can use assessment information in making decisions and also discuss budget decisions. Programs not meeting standards will be on the agenda as well. Programs that are not productive will be closed by 2005. Chancellor Mullen mentioned that a table on the analysis of distribution of classes on each campus that have less than ten students as well as average class sizes will be shared with those attending the September 12 meeting.

In order to reduce costs in administrative areas, Chancellor Mullen spoke of administrative consolidation between Northern, Southern and Eastern community colleges relative to funding technology staff for all.

In closing, the Chancellor stated that another session will be scheduled for Board Chairs to discuss the level of information Boards should be receiving from administration.

Chairman Gilmore thanked Chancellor Mullen for attending the Board Retreat.

Dr. Hunter informed the Board that the College's first strategic planning session will be on September 21. Discussion at the meeting will center on ways to leverage current resources and to discuss financial changes, such as tuition.

#### 7. Adjournment

The retreat session ended at 9:20 p.m., to be reconvened at 5:00 p.m. on Thursday, September 26 in the Board Room at the B&O building.

Minutes Respectfully Submitted by,

Approved by,

Linda K. Dudash

David Robertson