

OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE

Thursday, August 23, 2001 — 5:00 P.M.
B&O Board Room

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, August 23 in the B&O Board Room. Frank Gilmore convened the meeting at 5:10 p.m. Members in attendance were: Brenda Botizan, Dr. Darrell Cummings, Tom Danford, Teresa Hemingway, Jean Holloway, and Michael Saporito. Guests: Bob DeFrancis, Dean of Community Relations and Institutional Advancement; Pat Henry, Business/Finance Manager; Mike Koon, Dean, Economic and Workforce Development; and Garnet Persinger, Provost; Zac Wycherley, ACCE rep. Excused: Dr. Martha Dean and David Robertson.

1. Roll Call

Roll call was taken by Linda Dudash.

Mr. Gilmore introduced Zac Wycherley, Advisory Council of Classified Employees representative (ACCE).

2. Minutes

Mr. Danford made a motion to accept the minutes of the July 26, 2001 meeting as distributed. Ms. Botizan seconded the motion. Motion carried.

3. President's Report

Although the College is still short of the enrollment goal set in the Enrollments Management plan, Dr. Hunter reported that enrollment is up. Weirton Campus has an increase of 20%. He stated that an official count will occur on census day in late October.

West Virginia Northern has completed an articulation agreement with the West Virginia Rehabilitation Center to serve students with disabilities.

Reporting on State level happenings, Dr. Hunter stated that the Rule on Rules has been modified. He attributed the Board's objection to the Rule and appeal to revise or drop the Rule as having made an impact on that decision.

A letter from Gil White regarding the Budget Digest was read to the Board. Institutions must submit special projects for funding no later than September 30. Requests will be reviewed by the HEPC as a proactive step in considering appropriations for the upcoming fiscal year. Projects Northern would like included in the Digest are: a \$300,000 request to replace the heating and air conditioning system in the B&O building, and a similar project for the Hazel-Atlas building on the Wheeling Campus. Dr. Hunter also reported on proposed policies dealing with academic freedom, promotion and tenure. Included is a provision to appoint term faculty with no single term to exceed three years. Dr. Hunter stated that West Virginia no longer has a tenure policy. These policies are on the HEPC agenda for September.

WVNCC has appointed 12 faculty who were temporary lecturers into term professional ranks. The four ranks include: Professor, Associate Professor, Assistant Professor and Instructor.

At the September meeting, the Higher Education Policy Commission will discuss policies on academic approval and approval of new programs. Approval of the Board is required on 2+2 programs (a community college joining with a four-year college) or any transfer program to a baccalaureate institution. Northern is preparing a policy regarding program review which the Board will be asked to approve. Reviews will be conducted on a five-year cycle with one-fifth of programs being reviewed by the Board every year for five consecutive years. Multi-Year Curriculum Evaluation will be on the October agenda.

By the end of the year, the College will devise a streamlined policy handbook.

Mr. Gilmore stated that the agenda item, Response to HEPC Request Regarding Governing Board Associations will be carried over to the next meeting.

Dr. Hunter reported that the process followed by the HEPC after a new policy is adopted is that they submit it to the Secretary of State and a comment period on the proposed rule follows. The first two adopted policies are: (1) Guidelines for Governing Boards in Employing Presidents, and (2) Rule on Rules--Rules, Guidelines and Other Statements by Governing Boards, which carried significant changes from the original draft.

4. Staff Reports

Mr. Henry gave a detailed report on the College's financial statement. He announced that the audit by Deloitte and Touche will begin on September 1.

Regarding employee sick leave, Mr. Henry reported that as of July 1 new hires cannot accumulate sick leave to use for insurance premiums at the time of their retirement.

Draft 6C of the College budget was distributed.

Ms. Persinger reported that the Center for Adult Learners/Developmental Education has been staffed. Kim McConnaughy has been appointed Academic Director of the Center and Debbie Cresap will be the Program Assistant in the Center.

Dates have been set in October to begin training with Vocational Rehabilitation on each of the campuses.

Dr. Hunter announced that Charleen Stokes is the new Academic Director in the Center for Information Technologies, Business Studies and Culinary Arts.

5. New Business

Mr. Gilmore announced that Dr. Hunter received a verbal resignation from Russell Grimm.

A student representative to the Board of Governors will be elected by Student Senate.

According to the by-laws, an Executive Committee must be elected by the Board. Therefore, a vote was conducted for the two at-large members. Ms. Botizan made a motion to nominate Jean Holloway and Dr. Darrell Cummings. However, it was decided that one of the at-large members be a representative of the College. Ms. Hemingway made a motion to nominate Tom Danford. Ms. Botizan made a new motion that Dr. Cummings and Mr. Danford be at-large members for the Executive Committee. Motion carried.

6. Old Business

Due to the resignation of Russ Grimm, three vacancies now exist on the Board. Resumes of five prospective members were reviewed. The following individuals were chosen, by ballot, as candidates for Board membership: Larry Bandi, President and CEO, Valley National Gases, Inc.; Anne Dieckmann Harman, Attorney, Bailey, Riley, Buch & Harman, L.C.; and Keith Jones, Director of Maintenance and Utilities, Bayer Corporation. Chosen as an alternate was Dr. Cathy Sistilli, Principal, Weirton Madonna High School. Names will be submitted to the Chancellor and Governor Wise.

7. Salary Increases

Dr. Hunter recommended that salary increases be made this year but without prejudice to the future budget or personnel actions. Increases will need to be adopted into the base budget. Dr. Hunter reported that the legislature has mandated the Mercer scale, what must be decided is how it should be implemented. Dr. Hunter suggested a method where everyone will be placed on the Mercer scale this year. He referred to the action item in the Board packet on Plan for Salary Increases (attached).

If the salary plan is adopted, increases will be as follows: nine faculty will receive a \$1,900 increase; the remainder of faculty will receive a \$1,500 increase. However, it has been mandated that a merit system must go into effect for faculty next year, and by 2005 faculty raises will be by merit. Non-classified staff will receive \$1,500. The average of classified staff salary increases will be \$1,500. If the salary plan is adopted, increases will go into effect on October 1.

After much discussion, Dr. Cummings made a motion to accept the Mercer schedule and recommended method of placing classified staff on the scale, the recommended faculty increases, and the recommended non-classified salary increases. Ms. Botizan seconded the motion. Motion carried. The Board accepted the recommendation of Dr. Hunter relative to the salary increases and funding which will now be forwarded to the Chancellor.

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8. Adjournment/Next Meeting

Ms. Botizan made a motion to adjourn the meeting. Dr. Cummings seconded the motion. The meeting adjourned at 7:45 p.m. The next scheduled meeting will be held on Thursday, September 27 at 5:00 p.m. in the President's 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