

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

**Thursday, August 19, 2004 -- 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 19, 2004 in the B&O Board Room.

1. Call to Order

Chair Jones convened the meeting at 5:05 p.m.

2. Roll Call

Roll call was taken by Linda Dudash. Members in attendance were: Conner Boyd, Frank E. Gilmore, Keith Jones, Danny Kaser, Orphy Klempa, Tom Danford, Jeanne Richter and Zac Wycherley. Excused: Anne Dieckmann Harman. By phone: Dr. Darrell Cummings and David Robertson.

Other guests included: Larry Bandi, Dean, Business/Financial Affairs; Bob DeFrancis, Dean, Community Relations and Institutional Advancement; Dr. John Jones, Dean, Computer Information and Communications Technology; Mike Koon, Vice President and Dean of Economic and Workforce Development.

3. Minutes of May 27, 2004

Mr. Danford made a motion to accept the minutes of the June 24, 2004 meeting as distributed. Ms. Boyd seconded the motion. Motion carried.

Mr. Danford stated that on the last page of the Notes for Board Meeting Attachment page (attached to the June 24, 2004 minutes), in the next to the last paragraph, the date in the last sentence should read August 16 rather than August 11.

4. Board Chair Report

A. Board Appointments

1. Recommendation to Replace Brenda Botizan

Chair Jones reported that Brenda Botizan has declined re-appointment as a Board member. The Board was asked to bring names of a prospective member to the next meeting for review. Stipulations are that the person should be of the Democratic party and cannot be an elected official.

2. Board Resolutions for Brenda Botizan and Mary Dudley

Chair Jones read resolutions for Brenda Botizan and Mary Dudley recognizing their work and effort on the Board of Governors. Resolutions were presented to the Board for adoption.

After Chair Jones read the resolutions, Mr. Gilmore stated that Ms. Botizan was a long-standing member of the Board of Advisors prior to beginning her term on the Board of Governors. Dr. Cummings made a motion that the resolution for Ms. Botizan be amended to include her terms as member on the Board of Advisors. The Board was in favor of adopting the resolution for Ms. Botizan as amended.

Mr. Klempa made a motion to accept the resolution for Ms. Dudley. Mr. Danford seconded the motion. Motion carried.

B. Hearings and Petitions

There were no hearings or petitions.

5. President's Report

A. Board of Governors Training Session

A Board of Governors training session will be held at the Embassy Suites in Charleston on September 24. Chair Jones and Mr. Klempa will be attending; anyone else who plans on attending the training session should contact Dr. Hunter.

B. Early Semester Report

Dr. Hunter announced that the College is looking at another record enrollment year.

President Hunter shared with the Board pieces of a report he is writing relative to inequities between WV Northern and Southern. Following Board review, the report will be shared with Chancellor Jim Skidmore as well as the WV Council for Community and Technical College Education. However, at this time, the information is confidential. A proposal for a new funding summary that bases State appropriations on FTE will be included in the report. A graph showing inequities between the two community colleges was distributed.

Growth in enrollment at WV Northern over the past five years has increased 34% while Southern has remained the same. A comparison chart was distributed to the Board showing the difference in distribution of State grants to WV Northern and Southern.

Dr. Hunter reported that the WV Council for Community and Technical College Education appointed a Budget Committee; however, there have been no discussions except to go with the same base budget. He reported that Chancellor Mullen is in favor of changing the funding formula. This item will be placed on the September Board of Governors agenda for further review.

Discussion ensued relative to getting support from Mountaineer Racetrack and Gaming Resort through lottery funds for the Northern Panhandle. The College will work at educating legislators and obtaining support of Mountaineer Racetrack and Gaming Resort in its quest to obtain funding for West Virginia Northern.

Mr. Gilmore made a motion that the Board support the approach Dr. Hunter plans to take regarding funding inequities. Mr. Klempa seconded the motion. Motion carried.

C. Strategic Agenda for 2004-2005

First reading by the Board of Governors on the Strategic Agenda for 2004-2005 was held on June 24, 2004. However, at that time there was not sufficient time for review by faculty or classified staff.

Linda Dudash will survey the Board next week and a letter will be distributed soliciting recommendations to the Strategic Agenda. Once recommendations have been received, the Board will be contacted by phone and asked to ratify the agenda. Operational objectives will be tied into the strategic goals. The Board was in agreement with this approach.

6. Administrative Staff Reports

A. Foundation Campaign Report

Mr. DeFrancis gave an update on the capital campaign for College Square.

Culinary Arts provided breakfast on July 27 and July 28 to area business leaders considering a donation of at least \$10,000 to the College Square project. Bill Wilmoth chaired the breakfast events and gave a PowerPoint presentation relative to the College Square project.

Contributions to the College Square capital campaign to date are as follows: \$31,000 in payroll deductions, \$23,000 in pledge commitments and \$21,000 in cash for a total of \$75,000.

B. Special Events Committee

A Special Events Committee was formed over the summer to prepare for a gala event in support of the College Square project. The event, entitled "A Taste of Wheeling's Heritage," will be held on October 15 at the Wheeling Island Racetrack and Gaming Center. Culinary Arts will prepare an ethnic buffet. A silent auction will be held during the evening. Many donations for the auction have already been received. Complementary mugs for those attending the October 15 event are being provided by Homer Laughlin. Reservations may be made by contacting Linda Dudash in the President's Office; ticket cost is \$40 per person.

C. Personnel Manual

The College Personnel Manual is being updated. Pictures were taken of Board members after the meeting to include in the manual. Those not in attendance should contact Bob DeFrancis at 233-5900, ext. 4228 to arrange to have a picture taken.

D. Financial Report

Quarterly numbers for June 30, 2004 were distributed in the Board packet. Mr. Bandi reviewed the report with the Board. He stated there has been growth in College fund balances.

Real property improvements to the College include: upgrade in the fire alarm system, repair of the south wall of the B&O building, purchase of the warehouse property, contracted parking behind WESCO and upgraded HVAC systems.

E. CEWE

No report was given pertaining to CEWE due to the absence of Mr. Koon.

7. Old Business

A. Facility Fee

Mr. Bandi asked for a formal motion to rescind the \$3.00 increase in facility fee (this was not done at the June meeting). Mr. Klempa made a motion to rescind the \$3.00 increase in facility fee. Motion was seconded by Ms. Boyd. Motion carried.

8. New Business

A. Annual President's Appraisal

Chair Jones stated that the annual appraisal for President Hunter was sent to Board members several weeks ago. He asked the Board to submit their appraisals to him as soon as possible. After information has been compiled into one report, there will be review by the Board at the September meeting and outcome of the report discussed.

B. President's Travel & Hospitality

Chair Jones stated that President Hunter had reimbursement authorization when he took office regarding gasoline reimbursement. Since Dr. Hunter does not utilize the State car, he has asked the Board to re-authorize reimbursement of gasoline when traveling on College business.

Also presented to the Board was a request by Dr. Hunter to authorize an allotment of \$250 per month for the President for hospitality.

Dr. Cummings made a motion to re-authorize gasoline reimbursement for travel on College business and to allot Dr. Hunter a \$250 per month hospitality budget. Mr. Gilmore seconded the motion. Motion carried.

9. Executive Session

At 6:20 p.m. a motion was made by Mr. Robertson and seconded by Mr. Klempa to enter into executive session to discuss financial matters. The Board came out of executive session at 7:05 p.m.

Ms. Boyd made a motion to accept the proposal as discussed in executive session for future expansion in Phase Two of the College Square project. Mr. Kaser seconded the motion. Motion carried.

10. Next Meeting

The next Board of Governors meeting will be held on Thursday, September 30 at 5:00 p.m. in the President's Board Room.

11. Adjournment

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Mr. Danford made a motion to adjourn the meeting at 7:05 p.m. Mr. Kaser seconded the motion. Motion carried.

Minutes respectfully submitted by,

Minutes approved by,

Linda K. Dudash
Administrative Assistant Sr.

Anne Dieckmann-Harman
Board of Governors Secretary