

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

**Thursday, September 26, 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, September 26, 2002 in the B&O Board Room.

1. Call to Order

In the absence of Mr. Gilmore and Mr. Jones, Mr. Robertson called the meeting to order at 5:05 p.m.

2. Roll Call

Roll call was taken by Linda Dudash. Members in attendance were: Larry Bandi, Dr. Darrell Cummings, Tom Danford, Anne Dieckmann Harman, Teresa Hemingway, Danny Kaser, Teri Meeker, and David Robertson, Dr. Cathy Sistilli. Excused: Brenda Botizan, Frank E. Gilmore, and Keith Jones.

Other guests included: Bob DeFrancis, Dean, Community Relations and Institutional Advancement; Pat Henry, Business/Finance Manager; Dr. John H. Jones, Dean, Computer Information and Communications Technology; Mike Koon, Dean, Economic and Workforce Development; and Garnet Persinger, Provost.

3. Approval of Minutes (August 22 and September 5, 2002)

Mr. Robertson entertained a motion to accept the minutes of the August 22, 2002 meeting after a change is made in item #12, Executive Session to reflect that Mr. Danford abstained from voting on the salary of President Hunter. Dr. Cummings made a motion to accept the minutes with the suggested change. Ms. Dieckmann Harman seconded the motion. Mr. Robertson entertained a second motion subject to a motion from Teresa Hemingway that she also abstained from voting at the Executive Session on the salary increase. Therefore, the salary increase for President Hunter was not unanimously adopted as was stated in the draft minutes. Dr. Cummings made a motion to accept the minutes of the August 22, 2002 meeting as revised. Ms. Harman seconded the motion. All new Board members who were not participants were abstained.

Mr. Robertson entertained a motion to accept the minutes of the September 5, 2002 Board Retreat as presented. Mr. Danford made a motion to approve the minutes. Ms. Dieckmann Harman seconded the motion. Motion carried. All new Board members who were not participants were abstained.

4. Board Chair Report

A. Introduction of New Members

New Board members were sworn in. New members include: Larry Bandi, Anne Dieckmann Harman, Danny Kaser, and Teri Meeker. New members were introduced to the present Board.

B. Report on Joint Committee Wheeling Campus Vision

In Mr. Gilmore's absence, Mr. Robertson reported on the September 17 meeting of the ad hoc Vision Committee. Mr. Bandi and Dr. Hunter were invited to comment regarding the meeting. Discussion continued regarding availability of property for parking under the viaduct. Mr. Robertson reported that the state is only interested in leasing the property.

Continuing the discussion on parking, Mr. Robertson stated that an appraisal will be done on the Robinson property. Mr. Bandi reported that concepts and ideas regarding the Robinson property were presented to the Foundation. At the Foundation meeting, Mr. Holloway was asked to address issues regarding the Robinson parking area with the family.

Discussion continued regarding the possibility of combining the Hazel-Atlas and B&O offices/classrooms into one building. A bond issue would be needed in order to accomplish this mission. The ad hoc Vision Committee will discuss possibilities and create a vision for this venture. Several members from the College Foundation will be asked to join the Vision Committee to balance out the group. The Board endorsed continuation of the work of the Vision Committee with the provision that additional members will be added from the WVNCC Foundation.

5. Business Agenda

A. Capital Requests for FY 2004

A copy of WV Northern special projects was distributed to the Board. The College is asking that these projects be funded in the Budget Digest. Dr. Hunter asked the Board to adopt the capital request for 2004 (copy of which they received) and endorse the special projects request which are the same as last year.

Relative to the special project on Science Laboratory Renovation/Furnishings, Mr. Danford asked that biology be listed rather than microbiology. Mr. Henry will make this correction.

Mr. Robertson asked for a motion of endorsement of the capital projects as follows: B&O Building Mechanical System Renovation, Science Laboratory Renovation/Furnishings, Hazel-Atlas VVT Zoning System, Classroom Technology Presentation Equipment, Internet Protocol Video, and Criminal Justice Program Expansion. Dr. Cummings made a motion to endorse the capital projects presented to the Board. Ms. Dieckmann Harman seconded the motion. All were in favor of endorsing the special projects. Operations and Capital Facilities will be the two priority projects presented to HEPC. Deadline for submission is September 30.

The Board discussed the need for legislative support for WV Northern's special projects. Dr. Hunter informed the Board that a Power Point presentation will be made to educate as many groups as possible in a "Stand Up for Northern!" campaign.

B. Endorsement of NCA Affiliation

Mr. Danford made a motion to endorse the NCA affiliation. Mr. Bandi seconded the motion. Motion carried.

C. Report on Grants

Dr. Hunter reported on three grants received by West Virginia Northern. A proposal by Mr. Koon for a Retail Management Center has been funded in the amount of \$121,000. This particular grant puts WV Northern in a position of support for the Wheeling Outlet project.

A literacy grant was received in the amount of \$15,000. The College will be working with a literacy group in New Martinsville on a pilot project.

The third grant which was funded in the amount of \$4,000 is the Martin Luther King Celebration grant.

Dr. Hunter also referred to a proposed grant for the Professional Development Center which shall be pursued further.

Mr. Robertson suggested that Dr. Hunter ask Mr. DeFrancis how many grants were submitted in total and what was sought in the way of funding.

Dr. Cummings commended Dr. Hunter for seeking and securing grants for the Martin Luther King Celebration. Faculty and staff were also commended for their participation.

D. Real Estate Transaction

Dr. Hunter asked the Board to adopt a motion to allow WV Northern to acquire two pieces of property:

1. The area immediately behind the Wesco Building which is owned by Bob Robinson. The negotiation with Bob Robinson is not quite finished since others have not had an opportunity to approach him about gifting the property to the College. Mr. Robinson has already agreed to sell the property to the College for \$120,000. However, the College is looking to obtain the property at a lower price. Dr. Hunter asked the Board's endorsement to proceed with negotiations. The College has the endorsement of the Foundation in the same way purchase of the Woloshan lot was made. Purchase would be made through the Foundation and then the College would pay back the issue. The College wants to enter into negotiations with Mr. Robinson with a limit of \$120,000. Mr. Henry reported that an appraised value of \$100,000 came from the Courthouse. Mr. Danford made a motion that the Board give Dr. Hunter endorsement to negotiate for the Robinson property. Dr. Cummings seconded the motion. Mr. Bandi suggested that the motion be rescinded and that Dr. Hunter enter into formal negotiations not above the appraised value. Mr. Danford then amended the motion that the Board authorize Dr. Hunter to conduct negotiations requiring purchase of such property subject to final ratification of the full Board. Dr. Cummings seconded the amended motion. Motion approved.

2. Property Under the Bridge (Similar to the 19th Street lot.) The College is looking at acquiring this property at no cost, but would lease the property from the state on a long-term basis. An agreement has been received from the Department of Transportation in Charleston and they have referred it to the Moundsville office. Mr. Robertson entertained a motion to authorize President Hunter to enter into discussions to acquire the property under the bridge. Dr. Cummings made a motion that President Hunter enter into discussion. Ms. Dieckmann Harman seconded the motion. Motion carried. Mr. Bandi recommended to Dr. Hunter that he check into subletting the property in the future.

6. Resolutions

Dr. Hunter read resolutions for Dr. Martha Dean and Jean Holloway. Mr. Danford made a motion to adopt the resolutions for Dr. Martha Dean and Jean Holloway as recited by Dr. Hunter. Ms. Hemingway seconded the motion. All were in favor of adopting the resolutions.

A resolution was read for Stephen Hannig, WVNCC Foundation Treasurer, who passed away. Mr. Bandi made a motion to adopt the resolution as read by Dr. Hunter. Ms. Dieckmann Harman seconded the motion. Motion carried.

7. Continuation of Board Retreat

A. Staff Presentation of Assessment Plan and Self-Study

Ms. Persinger distributed information on the Self-Study and some questions the Board may be asked when the NCA team visits next March.

Ms. Persinger informed the Board that she is responsible for leading the facilitation of the Self-Study Report and that Mr. Koon is an NCA consultant/evaluator. Ms. Persinger highlighted the NCA institutional requirements and criteria for accreditation in the Institutional NCA Self-Study pamphlet she distributed (information is from the NCA Guidebook). She also reviewed what must be submitted to the consultant/evaluator who will be at WV Northern in March 2003. Written documentation must be presented six weeks prior to the team's arrival.

Items listed in the pamphlet were reviewed with the Board and input was solicited. Four evaluators have been assigned to the College. Mr. Koon presented to the Board some of the questions typically asked by the visiting team. Key items relating to the governing board were also distributed.

Dr. Hunter stated that the College's major challenge will be responding to how WV Northern measures up to assessment.

Ms. Persinger reported that Mr. DeFrancis is working on a public announcement regarding the accreditation visit.

Dr. Hunter stated that the Board should take action reconfirming the mission of the College as part of its "sign off" on the Self-Study.

Ms. Persinger reported that the Board will need to endorse the College's report to the HEPC on the Compact. The first part will be distributed to the Board in October. By November, quantitative data will need to be reviewed and endorsed by the Board. As a final act, the Board will be asked to develop an End Statement on where the College is and what has been accomplished.

B. Board Self-Evaluation exercise

Mr. Koon led the Board through a nominal technique in self-evaluation.

8. Old Business

Mr. Bandi questioned the issue regarding student governance referred to in the August 22, 2002 minutes. Dr. Hunter reported that the issue in question was to be referred to the Student Committee on Non-Academic Appeals; however, the committee has not yet met. Dr. Hunter reported that the issue was not pursued and recommended that it not be pursued in favor of allowing the Weirton campus administration to continue working with the student grievant for resolution.

Ms. Meeker, student representative to the Board of Governors, asked that the issue be resolved in some manner. Board consensus is to charge the Student Appeals Committee to correct the issue regarding student governance. Dr. Hunter suggested that Dr. Bull, Weirton Campus Executive Director, present to the student that there is a Student Appeals Committee and ask the student if he wants to press his issue with the committee. Mr. Robertson posed that Dr. Hunter present the question to the student in writing about whether or not he wants to take the issue to the Appeals committee. Board consensus is that the student be approached through the Campus Executive Director who will apprise him of the fact that there is a committee that will hear his petition and he can present to them in writing his petition.

9. New Business

There was no new business.

10. Agenda Items for Next Meeting

No agenda items were submitted for the next meeting.

11. Adjournment/Next Meeting

The meeting adjourned at 7:25 p.m. The next scheduled meeting date is October 24 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