

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

Thursday, November 18, 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, November 18, 2004 in the B&O Board Room.

**1. Call to Order**

Keith Jones convened the meeting at 5:07 p.m.

**2. Roll Call**

Members in attendance were: Conner Boyd, Dr. Darrell Cummings, Frank E. Gilmore, W. Keith Jones, Danny Kaser, Orphy Klempa, David Robertson, Tom Danford, Jeanne Richter, and Zac Wycherley. Excused: Anne Dieckmann Harman.

Other guests included: Dr. Baba Adam, Dean, Institutional Effectiveness; Bob DeFrancis, Dean, Community Relations and Institutional Advancement; Janet Fike, Dean of Enrollments Management; Dr. John Jones, Dean, Computer Information/Communications Technology; Mike Koon, Vice President and Dean of Economic and Workforce Development; Marian Grubor, Professor, Culinary Arts; and Dr. Nancy Krupinski, Professor, Surgical Technology.

**3. Minutes of October 28, 2004**

Mr. Danford made a correction to the draft minutes of October 28, 2004, as follows: On page five, #6. A. the semicolon at the end of the first paragraph should be a period.

**Mr. Gilmore made a motion to accept the minutes of the October 28, 2004, meeting as corrected. Mr. Danford seconded the motion. Motion carried.**

**4. Board Chair Report**

**A. Report on CCTCE Response to Equity Funding Proposals**

A discussion was held regarding the document on funding proposals that was sent to Chancellor Skidmore and the CCTCE.

Mr. Robertson indicated the importance of maintaining political awareness as we proceed.

Mr. Jones distributed a draft letter that he wrote to Mr. Robinson regarding the report comparing funding levels. After the discussion, it was agreed that Mr. Jones send the letter. No action was needed by the Board.

## **B. Board Appointment**

Mr. Danford reviewed the qualifications of Ms. Quillian Brogan and Dr. Hunter gave a brief overview of the qualifications of Ms. Garnet Persinger. It was agreed that either candidate's qualifications would benefit the Board. **Dr. Cummings made a motion that Ms. Persinger's name be submitted for nomination as a Board member. Mr. Gilmore amended the motion to include that Ms. Brogan's name be submitted as an alternate. Mr. Kaser seconded the motion. Motion carried.**

## **C. Board Retreat**

Mr. Jones noted the retreat will be scheduled for Thursday, January 20, 2005. He recommended that it should be a full day (begin at 9 am, lunch, a break for dinner and end about 7 pm). Mr. Danford indicated that because of his teaching schedule, he will only be available during the morning. Ms. Richter indicated that she will work with her instructor to make arrangements to participate in the meeting. Mr. Jones will poll the Board (via e-mail) to determine the topics that should be discussed and will prepare an agenda.

## **D. Hearings and Petitions**

There were no hearings or petitions.

## **5. President's Report**

### **A. Dean of Academic Affairs**

Dr. Hunter reported that the candidate is strongly considering accepting the position and is asking additional questions as he wants to be sure of his "fit" with the college. He hopes to have an answer at the December 7 luncheon meeting.

### **B. WVNCC Request Package for Legislators**

Dr. Hunter gave an overview of the Draft "WVNCC Request for Support by Northern Panhandle Legislators." He indicated that we need an additional \$5 - \$6 million to complete the project. Dr. Hunter noted that this request is for "special project" funds of \$350,000 for CEWE, \$344,000 for construction of safety pedestrian bridges and \$440,840 for B&O building upgrades.

### **C. College Square – Project Budget**

Dr. Hunter stated that a complete project budget which includes items such as: obtaining the GSA building and the work needed inside, parking lots, etc. will be prepared. This will be a detailed list of the components and the identified funding source. One source of funds will be the support from the legislature. The college will continue to market to get support for the project and to obtain additional funding.

**Mr. Jones presented a resolution from Dr. Hunter for the college to submit a bid to acquire the Social Security Building. Mr. Klempa made a motion that the Board support the resolution. Ms. Boyd seconded. Motion carried.**

Dr. Hunter explained the memo to Chancellor Skidmore regarding the 2004-2010 Institutional Compact. Mr. Jones asked the members to review this document in detail before the January Retreat, this will be one of the discussion topics. Dr. Hunter stated that the document included in the board book, “*Draft, Strategic Direction on Budgeting, Workforce Development and Curriculum Development*” is a presidential statement to the college community. He asked the Board for comments or suggested changes. None were noted. Dr. Hunter will distribute.

## **6. Administrative Staff Reports**

### **A. Financial Report**

Mr. Bandi was not able to attend the meeting. There were no questions on the report that was provided in the material sent to the Board.

### **B. Foundation Report**

Mr. DeFrancis reported that the Foundation Board met today. The capital campaign was one of the topics discussed. He will schedule a work session in January to make assignments to focus on increasing the funding drive. He will have facilitators and will identify others to help, he asked members of the Board of Governors to let him know if they know anyone who would be interested in assisting.

Mr. DeFrancis reported that the intent to apply for the grant for the pedestrian bridge was accepted with questions. The Foundation Board is in the process of obtaining additional information for the final application.

He reported that in conjunction with the Alumni Association, \$10,500 has been requested from the Wheeling National Heritage Area Corporation to enable them to buy materials related to the display of some of the items they maintain – Hazel-Atlas Glass, B&O railroad memorabilia, and museum artifacts.

He stated that the Groundbreaking Ceremony for the new building will be held November 30, 11:00 a.m. at the site with Culinary Arts providing refreshments.

### **C. Workforce Development Report**

Mr. Koon reported on the CEWE and Mountaineer Racetrack and Gaming Resort partnership. He noted that he is working with them to develop a curriculum, and to redefine the mission of CEWE. He is working with a consultant to do a needs assessment of the area. Approximately 350 businesses have been contacted. This will provide information to determine what new programs should be developed or to make changes to the current programs.

He noted that S.B. 448 required the reform to have a seamless approach. He has put the team together and has submitted a compact report. The needs assessment will be helpful.

### **D. Enrollments Management Report**

#### Financial Aid Audits

Ms. Fike reported that registration for spring semester began and 30% of the college has already registered, this is 60 hours since registration was opened.

She noted that the Banner upgrade went well with some minor issues. WVU asked for assistance in bringing up one of their modules.

The financial aid audit was held in November with no findings or recommendations. The veterans audit was done at the same time and had no findings nor recommendations. During the audit of transactions, they found no errors in the files of those selected. The college administers about \$7.5 million in financial aid funds. Dr. Hunter indicated his congratulation for the outstanding audit.

### **E. Technology Report**

Dr. Jones distributed a report of the activities of the department – IP video, Bandwidth management, technology enhanced classrooms, data warehouse development, and scheduling software. He reported that the new ID card system is being implemented. Full-time faculty and staff will be the first to be issued photo cards. Ms. Fike has worked on a policy.

## 7. Old Business

There was no old business.

## 8. New Business

### A. Programs, Evaluation, Development and Designation

Dr. Hunter introduced two faculty members: Marian Grubor, Professor, Culinary Arts and Dr. Nancy Krupinski, Professor, Surgical Technology.

Mr. Koon stated that last year there were two programs that went through a national accreditation process and were successfully accredited. This process was used as the basis for the institutional program review of these two programs; Culinary Arts and Surgical Technology. Dr. Krupinski has worked to add the Associate Degree to the Surgical Technology. These programs are being brought to the Board for approval for continuation at the current level.

President Hunter asked that both programs be designated by the Board as Programs of Excellence.

Ms. Grubor reported that Northern's Culinary Arts program was the first in the State to be nationally accredited. Mr. Danford asked about the plans for the program in conjunction with the new building. Ms. Grubor stated that there are two kitchens planned (pastry and a la carte) and she would like to expand the pastry portion of the program and possibly with a Hospitality Program.

**Mr. Danford made a motion that the Board accept the program review and to designate the Culinary Arts program as a Program of Excellence. Mr. Klempa seconded the motion. Motion carried.**

Dr. Krupinski reported that the Surgical Technology program is a unique program. Employer satisfaction is good, placement rate is excellent, last year the certificate program had 100% pass rate on the state boards, she has agreements with all local hospitals (except one which she is currently working with to arrange), and there is good partnership with the college, hospitals and other agencies.

**Mr. Kaser made a motion that the Board accept the program review and to designate the Surgical Technology program as a Program of Excellence. Ms. Boyd seconded the motion. Motion carried.**

Dr. Hunter congratulated Dr. Krupinski and Ms. Grubor.

## **B. Policies on 1<sup>st</sup> Reading**

### **Salary Increases**

The document, "Employee Salary Guidelines" is needed by the Chancellor's office. This is in addition to the approved policy, "Faculty Salaries." This is to address how the college plans to increase salaries as funds become available. It was noted that the faculty salary policy does not address the maximum salary by rank.

### **Parking Policy**

Concerns/questions/clarification were noted for the following sections:

- 1) "Use of Fees Collected," last sentence, "Any excess not needed.....may be temporarily invested for the College's future use."
- 2) "Control over Parking Areas," first paragraph, third sentence, "A summary of the rules...." We will need to post this information in all parking areas.
- 3) "Control over Parking Areas," fourth paragraph, second sentence, "During the loading or unloading.....should not be left unattended..." Noted that this was not possible.
- 4) "Penalties for Violation of Rules," second paragraph, second sentence, "Consistent with WV State Code, a fine in the amount posted at each Campus Service Center will be assessed these violators, ....." The campus service centers did not have this information and is currently only listed on the actual ticket. The State Code says that it has to be posted.
- 5) On the ticket, "...car is not registered..." may need to be restated. As an educational institution, the student is registered, not the car.
- 6) "Penalties for Violation of Rules," third paragraph, fourth sentence, "Further violations....immobilization of the vehicle with a boot removal fee....." State code indicates that a boot can only be used if the vehicle is blocking the flow of traffic or creates a dangerous situation.
- 7) Who at the College will be writing the tickets? The ticket indicates a signature of "Campus Safety Officer."
- 8) Need to include information on the right to appeal on the ticket issued.

Mr. Gilmore requested that the policy be reviewed and corrections made prior to bringing back for second reading.

### **Tuition & Fees, Assessment, Payment & Refunds**

Concerns/questions/clarification were noted for the following sections:

“Assessment of Fees,” second paragraph, fourth sentence, “Distance learning courses.... (SREC) are assessed at the ‘in-state’ tuition rates for those eligible for that rate.” Need to include information on the students who take distance education courses that are not SREC. Ms. Fike noted that for those who take WVNCC distance ed courses they would pay “out-of-state” rates if they were not in-state residents.

“Payment,” first paragraph, last sentence, “Checks returned due to ‘insufficient funds’....unless the returned check is documented to be in error.” Needs clarification and reworded.

“Payment,” sixth paragraph, first sentence, “Exceptions may be granted....by the authorized College officer....” And seventh paragraph, fourth sentence, “After the ‘last day to register,’.....President’s designee...” Is this the same person?

“Refunds,” third paragraph, “Students who withdraw....are responsible for requesting a refund...” Is this stated anywhere for the students information? Ms. Fike indicated that the change will be included in the 2005-06 College Catalog. It has been the current practice.

“Refund Schedule” – who makes the decision regarding the percentages? Ms. Fike stated that this is determined by the State.

### **Debt Collection**

Mr. Danford asked for clarification of the last sentence, “These accounts will be maintained for history purposes in Banner system or A/R system and coded as turned over to ‘State of WV’ for collection.” Will they be simply coded as such, or will they be actually turned over to the state for collection? Mr. Koon will ask Mr. Bandi for clarification.

### **Sabbatical Leave**

Mr. Danford stated that this policy has been approved by the Faculty Senate. He has no additional comments. The Board will review the policy and it will be brought back for second reading.

## **9. Executive Session**

### **On a motion made by Mr. Kaser, with a second by Ms. Conner, the Board went into executive session.**

During this session a personnel issue was discussed. No action was taken.

**On a motion by Mr. Gilmore, with second by Mr. Kaser, the Board returned to regular session.**

**10. Adjourn**

The meeting was adjourned at 8:15 p.m. on a motion by Mr. Gilmore with a second by Ms. Boyd.

Minutes respectfully submitted by,

Minutes approved by,

Deborah Sommerville  
Executive Secretary

Anne Dieckmann-Harman  
Board of Governors Secretary