

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

**Thursday, January 23, 2003 - 5:00 P.M.  
B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, January 23, 2003 in the B&O Board Room.

**1. Call to Order**

In the absence of Mr. Gilmore, Mr. Jones called the meeting to order at 5:10 p.m.

**2. Roll Call**

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

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. Also attending was Jason Sprinkle, Chair of Student Senate Executive Committee on the Weirton campus.

**3. Approval of Minutes - (Nov. 21, 2002 & Dec. 5, 2002)**

Mr. Danford moved approval of the minutes of the November 21, 2002 and December 5, 2002 meeting as distributed. Ms. Botizan seconded the motion. Motion carried.

**4. Board Chair Report**

**A. Hearings and Petitions**

Jason Sprinkle, Chairperson of the Student Senate Executive Committee on the Weirton campus was introduced. Mr. Sprinkle stated he was in attendance to explain and answer questions regarding motions on the Student Grievance Process. A memo from Teri Meeker to Dr. Hunter regarding the Student Grievance Reporting Procedure and recommended additions to the Student Grievance Reporting Process from the Weirton Student Senate Campus Executive Committee was distributed to the Board.

Dr. Hunter gave a background on the Student Grievance Procedure and stated that interested parties were contacted with hopes that everyone would come to a consensus. After recommendation from Student Senate and a memo from the Weirton students as reported by Jason Sprinkle, Dr. Hunter placed on the table an amended policy which incorporated some, but not all, of the changes suggested by Student Senate. The new amended policy incorporates a fourth step. If the grievance is not satisfied in four steps, the grievant can appeal to the Board. The Board does not have to hear the grievance, but if they do, they can supercede the President's decision. Dr. Hunter included a statement that there be a timeframe for the grievance. Dr. Hunter recommended approval of the amended policy.

Mr. Robertson moved adoption of the Student Grievance Reporting Process as amended which incorporates a 90-day timeframe and inserts an additional step beyond the director. Mr. Bandi seconded the motion. Motion carried.

#### B. Ratification of Action on Parking Lot Purchase

Mr. Robertson moved ratification of the action taken at the December 5 Board meeting relating to the parking lot (page 3 in the referenced Foundation report). Mr. Danford seconded the motion. All were in favor of the motion to ratify the action taken at the December 5 meeting relating to the parking lot purchase.

#### C. Ratification of Action on Compact Data

Mr. Robertson moved to ratify the action regarding the Board's action to accept the principles of the Compact Data with final review of the numbers by administration and allowance that the President can make any changes he deems necessary. (Action was taken on a motion by Mr. Danford, second by Ms. Hemingway at the December 5, 2002 Board meeting. Mr. Robertson's motion to ratify was seconded by Mr. Bandi. Motion passed unanimously.

### 5. President's Report

#### A. Curriculum Assessment

Kathy Herrington, Chair of the Curriculum Committee, was introduced. Ms. Herrington reported on curriculum assessment. She informed the Board that the Academic Affairs Committee, which had been subdivided into the Assessment Committee and Curriculum Committee, was separated into two committees: The College Leadership Team for Assessment (CLTA) and Curriculum Committee.

Ms. Herrington reported that the Curriculum Committee, as of this year, began a comprehensive review of the curriculum, catalog, processes for approving curriculum changes, the statewide course transfer agreement, and the appropriateness and effectiveness of programs and courses, through the development of master course guides and course and methods for assessing program outcomes.

Changes made to various programs were discussed as well as capstone courses. A 2 + 2 program was initiated with West Liberty State College in elementary education. Also signed was a 2 + 2 agreement with WVU for social work degree. Liberal Arts is in the early discussion stage working on several more 2 + 2 agreements.

A progress summary report of the Curriculum Committee was given. Agenda items for Spring 2003 were reviewed.

#### B. HEPC Report

President Hunter reported on two bills critical to the Higher Education system. HB 2082 adds two members to HEPC from the Round Table in support of the community college. However, in that same bill are serious salary cuts. HB 2224 mandates closure of two baccalaureate institutions. Northern, Eastern and Southern are exempted from this bill. Limits of 4% of the gross general revenue budget are placed on tuition increases. (Northern would not be affected by this.)

#### C. Current Budget Situation

The Budget Reduction Plan (3.4% reduction) for FY2003 was distributed to the Board. The

College plans to meet the reduction (\$205,147) by not filling four vacant positions this term and by relinquishing from a Retail Management Center Grant. Mr. Kaser made a motion to adopt the Budget Reduction Plan for FY2003 amounting to 3.4% (\$205,147). Mr. Bandi seconded the motion. Motion carried.

#### D. Stand Up for Northern! Campaign

Dr. Hunter stated that faculty, staff and several students will attend Higher Education Day at the Legislature on February 4 and present the "Stand Up for Northern!" campaign to Northern Panhandle legislators.

### 6. Staff Reports

#### A. Self-Study Report/NCA Visit

Ms. Persinger reported that travel arrangements have been made for the NCA team who will visit the College March 24-26, 2003. By February 3, the WVNCC Self-Study will be mailed to the NCA team. Board members will receive a copy. Self-Study documentation will be housed in the Professional Development Center.

NCA Associate Bob Appleson has reviewed the draft report and submitted comments, indicating areas that need to be strengthened. The Self-Study committee has continued to work on these areas. Program assessment is the major concern of the visit along with institutional research.

The Board will be questioned by NCA about the governance policy. A Board Orientation Manual was distributed. Included in the manual is information on Board structure, Board authority, different dimensions on plan, policy formulation and differences between Board governance and administration. Dr. Hunter asked that the Board review the manuals prior to the NCA visit. The Board should expect the NCA team to ask questions regarding their role in governance, the difference between centralized vs. decentralized administration, their fiduciary

role and how they fit into the planning process. These are all touched on in the Board Orientation Manual.

Dr. Hunter asked if the Board would like to present NCA with an End Statement. He suggested that the document present the Board's perspective on where the Board is and where the College is. Basically, it would be a self-assessment of the Board. Dr. Hunter will draft an outline for a meeting to discuss the self-assessment exercise. The Board agreed to this exercise.

The Board received the NCA visit schedule in the agenda packet. Board members will be invited to attend dinner with the NCA team on March 24 at 5:30 p.m. in the Culinary Arts Dining Room.

#### B. Financial Report

Mr. Henry distributed and reviewed the second quarter financial report.

#### C. Foundation Report

Mr. DeFrancis reported that copies of the lease on the Woloshan lot (parking capacity is 34) have been received from the Attorney General's office. The process is beginning again with the Robinson lot.

Mr. DeFrancis reported that the College has received a Transportation Enhancement Grant in the amount of \$200,000. An official announcement of the grant will be made on February 6. By this time next year, the B&O building should have many new windows and doors on the south side of the building.

Dr. Hunter requested expression of Board interest in asking the Foundation if they will be willing to provide the cost of a monitoring system to be put in place so the College can have someone in Charleston to alert the College to where everything is going regarding all of the legislation that is coming up. Discussion was held regarding legislative issues.

### 7. Faculty Evaluation Policy

Dr. Hunter referred to the Faculty Evaluation Policy included in the Board agenda packet which was adopted by the Faculty Evaluation Review Committee (FERC). A significant change to that policy was submitted to the Board. There is a difference between the policy itself and the procedures the College is using for carrying out the policy. Mr. Bandi moved adoption of the Faculty Evaluation and Promotion Policy as set forth. Motion was seconded by Ms. Botizan. Motion carried.

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**8. Adjournment**

The meeting adjourned at 7:20 p.m. The next Board meeting will be held on February 27, 2003 in the B&O Board Room at 5 :00 p.m. If you are unable to attend in person and would like to join the meeting by phone, please contact Linda Dudash with a number where you may be reached.

Minutes Respectfully Submitted By,

Approved By,

Linda K. Dudash

David Robertson