

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

**Thursday, July 26, 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, July 26 in the B&O Board Room. Frank Gilmore convened the meeting at 5:05 p.m. Members in attendance were: Brenda Botizan, Dr. Martha Dean, Teresa Hemingway, Jean Holloway, David Robertson and Michael Saporito. Guests: Sharon Campbell, New Martinsville Campus Executive Director; 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. Excused: Tom Danford and Russell Grimm. Participating by phone: Dr. Darrell Cummings.

First Organizational Meeting

Sharon Campbell, New Martinsville Campus Executive Director, was introduced to the Board of Governors.

1. Roll Call

Roll call was taken by Linda Dudash.

2. Induction of Members

At its first organizational meeting on July 26, 2001, the following seven citizens were inducted as charter members of the Institutional Governing Board by Judge Arthur M. Recht: Brenda Botizan, Dr. Darrell Cummings, Dr. Martha Dean, Frank E. Gilmore, Teresa Hemingway, Jean Holloway, and David Robertson. Also appointed to the Board are Russell Grimm and Tom Danford, faculty representative, who will be sworn in at a later date. Members appointed to the Board of Governors can be reappointed for another four-year term. Mr. Gilmore will write to the Governor to indicate there is a problem with the appointments in that the years appointed are incorrect.

An election will be held early in the fall semester to determine the student representative on the Board. Currently, Mike Saporito is serving as a student observer, having been appointed in this capacity by the Student Senate.

3. Board Resignations and Replacements

A search is underway to replace two other members of the former Board of Advisors who decided not to continue. A written resignation was received from Ron Staib and June Paull informed President Hunter orally. President Hunter will contact Kay Goodwin and Dan Greathouse to assist in getting appointments made to the Board.

Ms. Holloway submitted a vita from Anne Dieckmann Harman as a potential Board member. Other recommendations include: Larry Bandi, Jack Cisney, Donald Haskins, Keith Jones, Don Shenefiel, Dr. Kathleen Sistilli and Joan Weiskircher. Individuals will be contacted to determine their willingness to serve. Mr. Gilmore suggested sending a copy of the by-laws and general information about the College to these people. Board members were asked to contact Linda Dudash with names of those interested in serving on the Board. Curriculum vitas will be needed from interested parties.

4. By-laws

As its first official action, the new Board adopted a set of by-laws. Dr. Hunter proposed that an item on personnel administration be added to the section on duties and powers. Following is the suggested addition: "Employ through the Office of the President such personnel as may be needed, establish policies governing their employment and dismissal, and fix the amount of their compensation and benefits. In the employment, establishment of policies and fixing of compensation and benefits, the President and the Board may make no discrimination on account of sex, race, creed, color or national origin." Ms. Botizan made a motion to amend the draft by-laws to include the recommendation from Dr. Hunter as item two in section nine. Motion was seconded by Ms. Holloway. Motion carried. Mr. Gilmore entertained a motion that the Board adopt the by-laws as those which they will operate under until there are any further amendments. Mr. Robertson made a motion which was seconded by Dr. Dean. Motion carried.

5. Election of Officers

Election of officers was held. Mr. Robertson nominated Mr. Gilmore for Chair of the Board. Ms. Botizan moved that nominations be closed. All were in favor of casting a unanimous ballot for appointing Mr. Gilmore as Chair. Dr. Dean nominated Ms. Botizan for Vice-chair. Mr. Robertson moved that nominations be closed. Dr. Cummings seconded the closing of nominations. Ms. Botizan was unanimously declared Vice-chair of the Board. A nomination was made by Ms. Botizan to elect Mr. Robertson as Secretary of the Board. The newly-elected Vice-chair asked that nominations be closed. Dr. Dean seconded the motion to close nominations. Mr. Robertson was unanimously declared Secretary of the Board.

6. Adoption of Meeting Schedule

It was decided that regular meetings of the Board for the 2001-2002 academic year will be scheduled for the fourth Thursday of the month at 5:00 p.m. in the B&O Board Room. In some months, the Board may opt not to meet but use the Executive Committee to transact business. Information discussed at Executive Committee meetings would be shared with the full Board. Sub-committees and number of meetings throughout the year will be discussed at the next scheduled meeting on August 23.

Dr. Hunter asked if, in the future, the Board would like to schedule a retreat to conduct an evaluation of itself and of the President. He suggested bringing in a consultant from the American Community College Trustees to speak.

REGULAR MEETING

1. Call to Order

Chair Gilmore called the meeting to order at 5:05 p.m.

2. Approval of Minutes

Mr. Gilmore entertained a motion to adopt the minutes of the April 26, May 24 and June 6 meetings and moved the ratification of all actions described in the meetings. Ms. Botizan made a motion to adopt the minutes of all three meetings as distributed. Ms. Holloway seconded the motion. Motion carried.

3. Report on State Relations

Reports were heard on the changing structure of the Higher Education System, including the formation of a Coordinating Council for Community Colleges, the Title III grant project, the NCA Self-study to be conducted this year for re-accreditation, and upcoming audit.

Dr. Hunter reported that the Rule on Rules will be adopted with significant changes.

The budget request is to be submitted September 1.

4. Strategic Agenda

A copy of the Strategic Agenda for Fall 2001 was distributed. Operational objectives related to the strategic goals will be formulated at the faculty/staff level. A revision of the Master Plan/Compact will be sent to the Higher Education Policy Commission on November 1.

5. Approval of Ohio Reciprocity Agreement

Dr. Hunter stated that the Ohio Reciprocity Agreement requires signature of the Board Chair and the President. The arrangement is the same as the College has had with Ohio colleges in the past ten years. Students coming to WVNCC from Ohio will receive the College's in-state rate and West Virginia students going to Ohio would pay the Ohio in-state rate.

Mr. Gilmore entertained a motion that the Chair be approved to sign the agreement. Dr. Cummings made a motion and Ms. Botizan seconded the motion. All were in favor of entering into the Ohio Reciprocity Agreement.

6. Campus Developments

Members received a copy of a letter to Senator Jeff Kessler from Dr. Hunter regarding on-going conversations pertaining to the air conditioning/heating problems associated with the Wheeling Campus. Board members were asked to reinforce that the College is having AC/heating problems as well as parking problems if they should be in contact with area legislators. Mr. Gilmore will write a letter on behalf of the Board to area legislators regarding the need for a new air conditioning/heating system.

WVNCC has been approved for a \$1.75 million Title III grant. Ms. Persinger gave a brief explanation along with handouts. She reported that the College has its sights set on three more grants: (1) One to develop a Center for Adult Learners/Developmental Education, (2) one for the ACT Center, and (3) a grant to allow the College to continue using the ATM system for telecommunications between the three campuses. Assistance from the Office of the Secretary of Education and the Arts will no longer be provided for the ATM system.

The Board asked that the College devise a capital plan for the next three to five years that can be shared with local legislators. Dr. Hunter assured the Board that this will be done in connection with the 2003 budget.

7. New Martinsville Campus/ArtsLink

ArtsLink Incorporated has drafted a memorandum of understanding they wish to enter into with the College in order to foster the creative arts in Wetzel and Tyler Counties in West Virginia and Monroe County in Ohio. The agreement is for the use of the Francis Creative Arts Center in New Martinsville. An amicable agreement is being worked on between the two.

In a series of actions, the Board approved a Charter of Responsibility for the President, approved the recommended reorganization of the College into Centers of Excellence and Student Success, authorized Mr. Gilmore and President Hunter to sign an agreement to continue the reciprocity agreement with the Ohio community colleges, and authorized President Hunter to negotiate an agreement with Art Links in New Martinsville for the use of the Francis building.

8. College Events

“Welcome Back,” the All-College event to kick-off the 2001-2002 academic year is scheduled to be held in the B&O Auditorium on August 13 beginning at 8:30 a.m. An invitation to attend the event was extended to the Board. A list of August/September events will be sent to Board members.

9. Staff Reports

A. Year-End Financial Statement and Upcoming Audit

Mr. Henry reported that financial information is being gathered for review by Costanzo and Associates. A report will be presented at the August meeting. Ms. Botizan asked that a narrative be provided with the financial statement.

B. NCA Accreditation

Ms. Persinger reported that NCA will conduct an on-site accreditation visit to the College from March 24-26, 2003. In preparation for the visit, the College will do a self-study analysis in all work areas as it relates to the five criteria the College is expected to meet. A report will be generated a year from now that will be shared with the Board.

C. Master Plan/Compact

Ms. Persinger reported there is some indication that there is going to be different performance indicators for community colleges as opposed to baccalaureate colleges as implementation begins on the 2003 goals.

10. New Business

Resolutions were read for the following who have served on the Board: Brandy Harris, June Paull and Ron Staib. Ms. Botizan made a motion to allow the Chair to sign the resolutions for those individuals thanking them for their service. Ms. Holloway seconded the motion. Motion carried.

Information on hotel accommodations for the Board training session in Charleston on August 2 and August 3 was distributed.

Additional handouts included: The new brochure on the eight Centers for Excellence and Student Success, the Annual Report to the College community on College development in 2000-2001, copy of letter from John Hoblitzell to Frank Gilmore and David Robertson regarding the Board's comments on the proposed Procedural Rule on Rules and a paper by Dr. Hunter on the Center for Adult Learners and Developmental Education: Need, Vision and Scope.

11. Old Business

There was no old business.

12. Adjournment/Next Meeting

The meeting adjourned at 7:00 p.m. The next scheduled meeting will be held on Thursday, August 23 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