

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

**Thursday, March 28, 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, March 28 in the B&O Board Room.

1. Call to Order

Mr. Gilmore called the meeting to order at 5:00 p.m.

2. Roll Call

Roll call was taken by Linda Dudash. Members in attendance were: Tom Danford, Dr. Martha Dean, Frank E. Gilmore, Jean Holloway, Keith Jones and David Robertson. Excused: Dr. Darrell Cummings, Anne Dieckmann Harman and Dr. Cathy Sistilli. Participating by phone: Brenda Botizan and Mike Saporito.

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

3. Approval of Minutes (February 28, 2002)

Ms. Holloway made a motion to accept the minutes of the February 28, 2002 meeting. Dr. Dean seconded the motion. Motion carried.

4. Board Chair Report

A. Hearings and Petitions

Mr. Gilmore announced that there were no hearings or petitions.

5. Old Business

A. Eastern Affiliate Relationship

Dr. Hunter announced that he received a response from Chancellor Mullen relative to the request for a statement of support regarding the affiliation relationship with Eastern. A chronology of the relationship beginning with the approval of resolution was given.

Dr. Hunter mentioned that the Financial Aid Contract between the two institutions was finalized, adopted by the Board and sent to the Chancellor. Chancellor Mullen responded in agreement of the contract so long as both Boards did not foresee any problems.

Mr. Danford suggested that the Chairs of both College Boards as well as both Presidents should meet to discuss the Chancellor's view of the situation. Mr. Danford made a motion that the Board adopt a resolution to encourage Dr. Hunter and Chair Gilmore meet with Chancellor Mullen to find out his position on the relationship with Eastern and the financial agreement. Mr. Robertson seconded the motion. Motion carried.

6. New Business

A. Adoption of Tuition and Fees

Dr. Hunter mentioned that state appropriations for Higher Education have been adopted and they are presently in the process of allocating to the various institutions. To fill our quoted "unmet needs" in the formula would require the College to increase tuition by 2.96%. After this year, a new policy will go into affect at which time community college tuition will be kept at 25% of the instructional cost.

Mr. Henry distributed and explained a report on fee schedules per semester. He described the College's Reciprocity Agreement as it related to the fees in the table. Out-of-state and metro fees were also discussed.

Dr. Hunter proposed to the Board an increase in tuition of \$2 per credit hour for in-state students and a non-resident increase from \$204 per credit hour to \$223 per credit hour. Mr. Henry's report showed an increase in some lab fees in the allied health/technology lab going from \$10 to \$21. Dr. Dean made a motion to approve the tuition and fees increase schedule as presented. Mr. Jones seconded the motion. Motion carried.

B. Replacement of Board Member

Mr. Gilmore informed members that Dr. Dean will be leaving the Board as of June 1. He stated that a recommendation for replacement needs to be made to the Governor as soon as possible. Dr. Dean offered to contact individuals who are interested in filling her place on the Board. Included in the next Board packet will be a list showing member terms and expiration dates.

7. President's Report

A. Update on HEPC Policy Review

HEPC policies currently up for adoption were reviewed by the Board. Dr. Hunter informed the Board that a process is presently underway to condense all policies and procedures into a manageable sized booklet. President Hunter referred to an updated matrix on rules which was distributed with the Board packet. According to SB653, until the Boards take action on a rule, the current rule will continue to be effective. By June 30, all rules will either be transferred to the Boards, remain with HEPC or be revised by HEPC and then transferred to the Board. Rules transferred to the Board will either be adopted or abolished.

8. Staff Reports

A. Academic Report

Ms. Persinger distributed information on and gave a review of the academic program evaluations that are underway. She mentioned that the College's first set of seven programs have been completed this year. Three low enrollment programs will be reviewed in the second round.

An on-site evaluation was conducted in the Nursing program from March 23-25. A formal recommendation and state review will be distributed to the Board in April.

An enrollment report in the various programs was distributed.

The Board will be asked to take action on program evaluations at the April meeting.

B. Financial Report

Mr. Henry gave a financial report for the third quarter. He stated that a first draft of the FY 2003 budget will be presented to the Board in April.

The Banner/Finance switchover is underway.

C. ATM Issues

Dr. Jones reported on ATM issues, the ATM Timeline and the College's challenge regarding a portion of the ATM billing. Plans are to negotiate with ISC on the challenged amount of \$54,702.40.

D. Workforce Development Report

Mr. Koon reported on workforce development, informing the Board that the College has received a grant with Orrick and are working to assist them with training. Plans will be announced in April.

Work continues with the National Retail Federation in trying to do some retailing with the Victorian Mall project.

A formal announcement will be made on April 8 regarding the TET Partnership with the county schools doing joint training. Mr. Koon reported that the College is in the final stage of establishing the ACT Testing and Training Center. Of the four centers in West Virginia, WVNCC is one.

9. Other

Dr. Hunter invited Board members to the Recognition Dinner on April 19 and reminded them of Commencement on May 12.

10. Executive Session

Dr. Dean moved that the Board go into executive session to discuss the ATM issue, seconded by Mr. Robertson. Executive session commenced at 6:23 p.m. and concluded at 6:30 p.m.

11. Adjournment/Next Meeting

The Board adjourned at 6:30 p.m. The next scheduled meeting date is April 25 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