

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

**Thursday, March 24, 2005 -- 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 24, 2005 in the B&O Board Room.

1. Call to Order

Mr. Jones convened the meeting at 5:00 p.m.

2. Roll Call

Roll call was taken by Linda Dudash. Members in attendance were: Conner Boyd, Frank E. Gilmore, W. Keith Jones, Tom Danford, Orphy Klempa, Jeanne Richter and Zac Wycherley. Excused: Dr. Darrell Cummings, Anne Dieckmann Harman, and Danny Kaser. By phone: David Robertson. Also attending was Garnet Persinger.

Other guests included: Larry Bandi, Dean, Business/Financial Affairs; Janet Fike, Dean, Enrollments Management; Dr. Barry Good, Dean of Academic Affairs; Mary Beth Hughes, Chair, WVNCC Foundation; and Michele Blum, Wheeling Intelligencer.

3. Minutes of November 18, 2004; December 7, 2004; and January 20, 2005

Mr. Gilmore made a motion to accept the November 18, 2004; December 7, 2004; and January 20, 2005 Board of Governors minutes as presented. Mr. Wycherley seconded the motion. Motion carried.

4. Board Chair Report

A. Chair Report

No report was given. Mr. Jones did report, however, that a memo was sent to Chancellor Skidmore's Office regarding funding for West Virginia Northern.

B. Introduction of Mary Beth Hughes, Chair, WVNCC Foundation

Mary Beth Hughes, Chair of the WVNCC Foundation, was introduced to the Board. Ms. Hughes reported on the Capital Campaign in the absence of Bob DeFrancis. Ms. Hughes stated the Foundation has undertaken a \$1 million Capital Campaign to raise funds for classrooms and labs for the new College Square facility.

Foundation members voted to participate at 100% level in the campaign. Ms. Hughes encouraged the Board of Governors to join the Foundation in the 100% participation for

the College Square project. Packets were distributed to the Board which included the Capital Campaign case statement and a donor card. Donations to the Capital Campaign should be returned to the Development Office by March 31.

Dr. Hunter informed the Board that the College is receiving help from Dr. Fred Lambert on the Capital Campaign.

C. Hearings and Petitions

There were no hearings or petitions.

5. President's Report

A. FY 2006 Budget Crisis Strategy

- Support Letters from Faculty, Staff, Students and College Friends

Regarding support for the College Square project, Dr. Hunter reported that student leaders in New Martinsville decided to take on gaining support for the College Square project. Wheeling students also got on board and have made good progress. An in-depth report on the College Square project will be placed on next month's agenda.

Dr. Hunter reported there is a difference in the estimate the College received on the back lot of the B&O building--it came in \$200,000 higher than was anticipated. However, the College has been able to adjust for the increase and will continue with the project.

B. State Legislature Liaison

Dr. Hunter asked the Board's support via letter to Governor Manchin asking his support for the Appalachian Regional Commission grant (a grant of \$1.5 million). This money is needed to equip and furnish the new building. If the College does not receive this grant, other sources of revenue are available. Dr. Hunter is asking that the College rally support from external organizations. The ARC grant would take the College to completion of the finance package necessary for the new building.

Mr. Gilmore made a motion that the Board adopt a resolution to be tendered by Mr. Jones to Governor Manchin urging him to exercise his powers so that Northern is the successful applicant for the \$1.5 million Appalachian Regional Commission grant. Motion was seconded by Mr. Danford. Motion carried. (Mr. Robertson will draft the resolution.)

C. Other

Regarding Higher Education Day, Dr. Hunter reported students talked with several Northern Panhandle Legislators relative to funding for WVNCC. Deans talked with Senators Bowman and Plymale. Dr. Hunter addressed the Northern Panhandle legislative caucus.

The College has had some success regarding needs of the College which have not yet been met. Work of the Board regarding four proposals submitted to the WV Council for Community and Technical College Education has had good effect.

Dr. Hunter credited Senator Larry Edgell's efforts in helping restore the \$149,000 that WV Northern lost--tuition offset plus special project allocation related to peer equity that was taken from the College budget. Dr. Hunter reported Senator Edgell is sure this money will be restored. Senators Edgell and Plymale took the issue to Senator Walt Helmick. Senator Helmick pledged to help get the \$149,000 restored to WV Northern's budget.

6. Administrative Staff Reports

A. Dean of Business, Finance, Facilities Report

An in-depth report and presentation of the budget will be given by Mr. Bandi at the April Board meeting (he will be participating by phone). Mr. Bandi reported the College will enter into FY06 with a balanced budget.

Mr. Bandi stated a source list on the College Square project will be presented at the next Board meeting. He reported the new building is progressing on schedule and Colaianni hopes to complete the project earlier than expected. Pictures of how the project is progressing will be available at the April Board meeting.

Letters of intent have been issued for the back plaza and also for the replacement of 238 windows at the B&O building. The College anticipates completion of the project by June 30.

*** Tuition Increase (Action)**

On the agenda from the floor -- Dr. Hunter stated Board action is needed on tuition increase in order to get information to Chancellor Skidmore and the WV Council in a timely manner. Mr. Bandi stated the budget will require a tuition increase--4.11%

increase, \$76/per credit hour and the balance of .64% facility fee. Tuition plus fees total 4.75% increase. This increase would take tuition to \$76 per credit hour and raise the facility fee to \$6 per semester per student.

Ms. Boyd made a motion to increase tuition by 4.75%. Mr. Gilmore seconded the motion. Motion carried.

*** Agreed Upon Procedures Report**

The Board received the WVNCC Agreed Upon Procedures Report, year ended June 30, 2004. Mr. Bandi reported there were 23 recommendations and deficiencies in the original report; 3 were withdrawn or deemed insignificant, 15 were resolved, 2 partially resolved and 3 unresolved.

Mr. Bandi distributed information on West Virginia Northern Community College Controls and internal audit planning for 2004 - 2005. Dean Bandi stated the College saved \$12,000 on the College's audit from Deloitte and Touche. That money was used for internal controls.

Mr. Gilmore commended Mr. Bandi, his department and the College for a job well done.

*** Wheeling Pittsburgh Steel Stock**

Mr. Bandi reported the College has received stock from Wheeling Pittsburgh Steel in lieu of \$13,000 + owed to the College when the corporation went bankrupt (a total of 220 shares). The stock exceeds what was owed the College. The Board was asked if they would like the College to hold this asset or sell the stock. Hazlett, Burt and Watson has offered to handle selling of the stock free of charge.

Mr. Danford made a motion that the Board adopt a resolution authorizing officers to transact the sale of 220 shares of stock from Wheeling Pittsburgh Steel. Mr. Klempa seconded the motion. Motion carried.

*** Otte-Heiskell Building**

Mr. Bandi reported the College may be able to pick up another piece of real estate for Phase 3 of the College Square project -- the Otte Heiskell building. Mr. Bandi had a discussion with the owner of that property. The owner is willing to enter into a

purchase option for the property; he would be interested in giving the College the option to purchase the property with a one year option to vacate.

Mr. Gilmore made a motion to negotiate and enter into a purchase option agreement for the Otte-Heiskell building. Ms. Boyd seconded the motion. Motion carried.

*** Other**

Mr. Bandi reported the College has received four automated defibrators (one for each building) through a grant which was submitted by Sheila Gillroy. Value of the grant was close to \$6,000. Staff, faculty and administrators will be trained on the units.

B. Academic Affairs Report

Dr. Good reported that he and Mr. Koon attended the February 3 meeting of the West Virginia Council for Community and Technical College Education. Five program reviews were presented for Northern: Human Services, Business Studies, Culinary Arts, Surgical Technology and Criminal Justice. All reviews were accepted without comment. Culinary Arts and Surgical Tech were chosen as programs of excellence.

WV Northern pass rate for nursing licensure exams was 94% putting the College well above the national rate of 78% and the West Virginia pass rate of 84%. Weirton nursing students had 100% pass rate. Board congratulations were extended to nursing students, instructors and the program itself.

Dr. Good reported the College is in the process of revitalizing the Liberal Arts program. The Liberal Arts Task Force made a recommendation to take the Associate Arts degree and begin separating it into specific concentrations. This action was approved by the Curriculum Committee and will be implemented this fall.

Regarding PTK, WV Northern students received 11 of the 12 awards presented at the regional meeting. Dr. Hunter received the Most Distinguished College President Award. Several PTK members will be attending the national conference in Dallas Texas in April.

Ms. Boyd made a motion that the Board send a congratulatory letter to nursing students and PTK on a job well done. Mr. Danford seconded the motion. Motion carried.

C. Enrollments Management Report

Ms. Fike informed the Board that information on fall financial aid for Enrollments Management was included in the Board packet. Financial aid is up substantially over the past two years. The College had \$2 million in Pell grants; at the end of the year WV Northern will exceed \$8 million in financial aid. A report will be forthcoming.

The College has exceeded 2010 FTE, which is the highest in the history of the College. (This includes three semesters of students added together.)

Relative to the Standards of Progress Policy, Ms. Fike stated the College does have a policy in place. However, she distributed a new policy. Ms. Fike then informed the Board of a three tier system put in place under the new policy. The Standards of Progress Policy will be placed on the April Board agenda for second reading.

7. Old Business

A. Policies on Second Reading

Debt Collection, Sabbatical Leave and Tuition Fees policies were distributed in the agenda booklet for second reading.

Mr. Klempa made a motion to accept all three policies as modified from the November 18, 2004 Board meeting. Ms. Boyd seconded the motion.

Ms. Persinger suggested adding “*without a late fee*” to paragraph two, line five, on page three beginning with After the “last day to register” in the Tuition and Fees policy.

Mr. Klempa amended his original motion to include the additional wording to the Tuition and Fees policy. Ms. Boyd seconded the motion. Motion carried.

8. New Business

A. SB603

Dr. Hunter reported on SB603, a new bill which is a natural progression of SB653 which affects Marshall University and WVU. If the bill passes and is successful with Marshall and WVU, it could spread to the rest of the higher education system. Summary of the bill by Bruce Walker was distributed to the Board.

Dr. Hunter referred to items in the bill summary which affect the College (first page, #9). Also, by October 1 of each year all governing boards must file with the WV Council a list of rules in effect on July 1. Progress has been made in updating WV Northern’s policies and regulations; it will be incumbent on the President’s Office working with the Board to make sure the process is complete by October 1.

B. National Civil War Memorial

Dr. Hunter reported on the National Civil War Memorial, a partnership project that includes the College, City of Wheeling, Independence Hall and WNHAC. Mr. Bandi and

Mr. DeFrancis are on the Board along with eight other Board members. Gary Casteel is the designer/architect for the project. Target date for completion is April 2011. The project is estimated to cost approximately \$8.5 million. Since the site will be located on the College's front plaza, Board approval will be needed since the property is in the state's name.

C. Presidential Search

Mr. Gilmore reported the Presidential Search Committee has been formed. Advertisements for replacement of President Hunter have been placed in the Chronicle of Higher Education (March 1) and the Community College Times (February 25). At the first meeting on March 14, the search process and charge of the committee was discussed and information relative to applications received was shared with members. Review of applications will begin on March 28. Meetings will continue until the Committee can come back to the Board with 5-7 candidate recommendations. Once the Committee makes a recommendation, WV Council for Community and Technical College Education will be informed. Three representatives from the Council will meet with the top candidates.

Mr. Gilmore commended Peg Carmichael for the great job she did along with the Business Office staff in getting information coordinated. Also, Mr. DeFrancis and Willa Knollinger who prepared a tri-fold brochure which contained basic information on the presidential search.

9. Executive Session

At 6:50 p.m., Mr. Gilmore moved the Board go into executive session to discuss personnel matters. Mr. Danford seconded the motion. Motion carried.

On a motion by Mr. Danford, seconded by Ms. Boyd, the Board came out of executive session at 7:05 p.m. There was no business to take action on as a result of the executive session.

10. Next Meeting

The next Board of Governors meeting will be held on April 28 at 5:00 p.m. in the President's Board Room.

Minutes respectfully submitted by,

Minutes approved by,

Linda K. Dudash
Administrative Assistant Sr.

Anne Dieckmann-Harman
Board of Governors Secretary