

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

**Thursday, October 24, 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, October 24, 2002 in the B&O Board Room.

1. Call to Order

Mr. Gilmore 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, Frank E. Gilmore, Keith Jones, Teri Meeker, and David Robertson. Excused: Brenda Botizan, Anne Dieckmann Harman, Teresa Hemingway, Danny Kaser, and Dr. Cathy Sistilli.

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

3. Approval of Minutes (September 26, 2002)

Mr. Bandi made a motion to approve the minutes of the September 26, 2002 meeting as distributed. Mr. Danford seconded the motion. Motion carried.

4. Hearings and Petitions

Chair Gilmore stated that there were no hearings or petitions.

5. President's Report

A. Student Grievances and Appeals

Dr. Hunter reported that the Student Appeals Committee and the Judicial Board were placed on alert last month due controversy relative to two student grievances. Case one pertained to a student concern relative to Ms. Meeker holding too many Student Government positions. However, the case did not go to the Appeals Committee. Dr. Hunter worked with Dr. Bull, Weirton Campus Executive Director, and Bruce Walker, General Counsel for the Higher Education Policy Commission, to resolve this issue. The student with the issue has decided to seek an opportunity in the constitutional revision process to effect change.

A second grievance came to a satisfactory conclusion. The grievance involved a nursing student who had cheated and the result was the student received a failing grade. Resolution came through the Director of Nursing who explained options to the student.

Dr. Hunter explained that these two grievances lead to a need for a clear Student Grievance procedure. A procedure on student grievances will be brought to the next Board meeting.

B. Board Protocol for Assessment/Self-Study

Mr. Gilmore informed Board members that they will be apprized of their duties relative to assessment/Self-Study. The College will work the Board through an educational process to help in understanding the Board's role.

Ms. Persinger stated that the Board will be invited to have dinner with the NCA team on Monday, March 24 to discuss the Self-Study. That date will be confirmed as time draws nearer. Dr. Hunter stated that on March 26 a closing conference will be held with the NCA team. He asked for representation from the Board at that conference.

Dr. Hunter explained to the Board the difference between assessment and Self-Study.

Dr. Hunter stated that the suggested Board Protocol was up for review. Barring any changes, the Board was asked to attempt to complete some of the blank spaces. Compilation of answers to the questions will assist in completion of an End Statement. Board by consensus agreed to adopt the Protocol.

C. Governance Report

Dr. Hunter reported that the Governance Report is a description provided by the Self-Study Committee which deals with College policy, governance, and administrative structure replete with a description about the Board of Governors. Any comments pertaining to the section on the Board of Governors should be directed to Garnet Persinger. The assignment for the Board is to thoroughly review the document (Chapter 4, Criterion 2 in the September 24 Board Agenda Booklet) prior to the Board meeting on November 21. A reminder will be sent to Board members in the next few days to review the document prior to the next meeting.

D. Stand Up for Northern! Campaign

Dr. Hunter stated that the Stand Up for Northern! Newsletter (copy of which the Board received) will be distributed to community leaders (those listed on page four of the newsletter as well as additional individuals).

Dr. Hunter reported that he has given a PowerPoint presentation pertaining to the Stand Up for Northern! Campaign at three different meetings; the most recent being the Wheeling Friends of

the College. The President has already met with half of the legislators soliciting their support for the campaign, and meetings are scheduled with the remainder of the legislators. Mr. Danford applauded Dr. Hunter's persistence in the campaign and made a motion to endorse the Stand Up for Northern! Campaign. Mr. Jones seconded the motion. Motion carried.

Mr. Bandi requested a list of politicians and the committees they serve on to enable Board members to contact them by mail and/or phone. Mr. Robertson suggested including the Stand Up for Northern! Newsletter with any correspondence that is disseminated.

E. Parking

Mr. DeFrancis reported that he and Mr. Henry met with Pete Holloway and Bob Krall from the Foundation Board to put together a strategic planning document for Mr. Bob Robinson regarding parking. Mr. Bob Krall has agreed to assist with estate planning but has not gotten around to it as yet. Mr. DeFrancis will contact Mr. Krall to see where this stands. Mr. DeFrancis and Mary Ann Creamer have put together other options as far as honoring the Robinson name. Both the Board of Governors and the Foundation Board have requested that an appraisal be done on the Robinson property. Although Mr. Robinson has an appraisal on the property, it is not known how old the appraisal was; therefore, another appraisal may be necessary.

The appraisal of the Woloshan lot was \$57,000. Mr. Henry reported that the Woloshan lot is scheduled to be paved by the first week in November. Signage for the lot is on order.

The College is waiting to hear from the State on parking under Route 2.

F. HEPC Update

Dr. Hunter reported that there was an interesting change in the focus and tone of the HEPC in regard to quality control matters. He stated that up until this point the driving focus has been accountability and assessment that calls for numbers--a quantitative approach.

A dispute between the Chancellor's position and some of the presidents (WVU/Marshall) in regard to the budget reduction and how it should be done was discussed at length. Dr. Hunter stated that by next month all institutions should have more information and a better perspective on the 10% budget reduction. Board members can expect to receive information on the reduction by January.

6. Staff Reports

A. Assessment Review

Ms. Persinger and Mr. Koon reported on Board protocol for assessment and Self-Study. Ms. Persinger stated that assessment has different meanings, but in the terms of North Central, the background meaning of assessment is defined as whether or not students are learning what the College says they are learning.

Ms. Persinger stated that she and Mr. Koon are co-chairs of the CLTA (College Leadership Team for Assessment) Committee. One of the charges of the Committee is monitoring and guiding the implementation of the College's Assessment Plan.

Mr. Koon reported that NCA will be looking at capstone courses and courses in general education.

Student assessment of academic achievement was discussed. Ms. Persinger stated that the revised Assessment Plan calls for a portfolio at the end of a program. Portfolio development is a requirement of business students to develop a business plan and have individuals from their field evaluate some of the plans together with an evaluation of the student. The NCA statement on assessment of student academic achievement (in the Board agenda booklet) was reviewed.

Mr. Koon reviewed the three levels of shared responsibility of College administration and the Board. He emphasized that NCA expects institutions to be progressing toward level three which states that the Board is not only informed about assessment but that they believe in it and encourage the College to make strides in that direction.

B. Finance Audit Report

Mr. Henry distributed a short summary of the audit report and explained the balance sheet. He stated that insurance costs are projected to rise for the next five years. Compensated absence liability was explained.

Deloitte and Touche has offered to present the complete financial statement to the Board at the November meeting at no charge. Mr. Henry reported that the Year-End Financial Statement should be complete by the end of the month. A full report on the capital debt as well as a quarterly report will be given at the November meeting. Mr. Gilmore requested that a report be provided by Deloitte and Touche prior to the November 21 meeting for review by the Board. Mr. Henry agreed to distribute the report.

C. Foundation Report/Grants

Mr. DeFrancis reported that the Foundation is participating in peer assistance sessions with Arts Link in New Martinsville. The Foundation applied for a re-grant program on behalf of Arts Link and received the money with a match from Arts Link which brought the amount up to \$300,000.

Mr. DeFrancis distributed a list of grants the College applied for. He stated that the 2002 funds under the Transportation Endowment Act for replacement of the B&O windows which the College applied for in 2001 have not yet been given out. The College has been asked to apply for 2003 funding.

D. Peer Analysis Report

Mr. Koon reported on peer equity. He stated that 20 peers have been selected and equity compared. The State has comprised a list of peer institutions and has requested the College to review the list and decide who the College believes are and who are not peers. Dr. Hunter has submitted a letter to the Chancellor about WV Northern's concerns. He will send a copy of the letter that went to the Chancellor to the Board.

E. Institutional Research Report

Dr. Hunter introduced Michael Smith, Director of Institutional Research.

Dr. Hunter reported that a Quality Assurance Team including Mr. Smith, Grace Norton, and Darrell Clausell has been formed to assist him in quality assurance purposes.

Mr. Smith informed the Board of the responsibilities of the Director of Institutional Research and some of the goals of that office. He stated that the key responsibility of the office is to move the College to a more data-driven decision-making process.

7. New Business

A. Compact Narrative Report

An updated version of Compact narrative information was distributed in the Board agenda booklet. The Board was informed that the Compact format for this year has been revised. The Compact will be done in two steps: (1) a narrative and (2) the data. The report is due to the State on November 15.

Ms. Persinger reported on the seven items the State is requiring each institution to address in the Compact. The Board will be asked to review both the Mission and Vision Statements to determine if they still meet the needs of the College.

Mr. Danford made a motion to approve the Compact Narrative Report. Dr. Cummings seconded the motion. Motion carried.

B. Travel Policy

The Travel Policy distributed in the Board agenda packet was reviewed. Mr. Robertson made a motion to accept the Travel Policy as presented. Mr. Danford seconded the motion. Motion carried.

The following lists were distributed to the Board: (1) Rules and Policies kept by HEPC, (2) Rules shared by the HEPC and local Governing Board, and (3) Rules and Policies transferred to the local Governing Board. In respect to the latter, Dr. Hunter stated that the Board can continue the Rules/Policies as they are, revise them, or eliminate them.

8. Other

Dr. Hunter mentioned that the President's Office occasionally receives a request for the Board of Governors membership list. President Hunter stated that his practice is that whenever a request is received the request must be in writing before information is provided. Membership lists include only names and addresses of Board members, no telephone numbers. Board members were asked if they were comfortable with this practice. There were no objections as to the way in which these requests are handled.

9. Adjournment

Meeting adjourned at 7:00 p.m. The next Board meeting will be held on November 21 in the B&O Board Room.

Linda Dudash will poll members as to their preference of a Board meeting on December 5--either before or after the Yuletide luncheon. Further use of the Board Protocol will be the agenda item for that meeting.

Minutes Respectfully Submitted By,

Approved By,

Linda K. Dudash

David Robertson