

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

**Thursday, June 23, 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, June 23, 2005 in the B&O Board Room.

1. Call to Order

Mr. Jones convened the meeting at 5:08 p.m.

Charmaine Carney, newly-elected Student Senate Representative to the Board of Governors, was introduced to the Board by Mr. Jones.

Board orientation booklets were distributed.

Mr. Jones presented Ms. Richter with a resolution for her service on the Board as Student Senate Representative during 2004-2005.

2. Roll Call

Roll call was taken by Linda Dudash. Members in attendance were: Conner Boyd, Dr. Darrell Cummings, Tom Danford, Frank E. Gilmore, Anne Dieckmann Harman, W. Keith Jones, Danny Kaser, Jeanne Richter, David Robertson and Zac Wycherley. Excused: Orphy Klempa. Also attending: Garnet Persinger and Charmaine Carney (newly elected Student Senate Representative to the Board of Governors beginning July 1, 2005).

Other guests included: Larry Bandi, Dean, Business/Financial Affairs; Robert DeFrancis, Dean, Community and Public Relations; Janet Fike, Dean, Enrollments Management; Dr. John Jones, Dean, Computer and Information Technologies; Dr. Barry Good, Dean, Academic Affairs; and Mike Koon, Vice-President/Dean, Economic and Workforce Development.

3. Minutes of May 26, 2005

The following are suggested changes to the draft minutes of May 26, 2005:

Under Roll Call, W. Keith Jones is to be listed as participating by phone.

On Page 3, Item 7A, paragraph four, Ms. Persinger suggested adding "for budgetary purposes" after "The College."

Mr. Danford suggested the following additional changes: On Page 5, Item B, AS Degree, a sentence should be added at the end of the first paragraph to read: Members of the Review Committee were: Dr. Regina Jennette, Mike Koon, Dr. Tony Vavra and Steve Woodburn. On Page 6, delete the names Tony Vavra, Regina Jennette, Mike Koon and Steve Woodburn

at the end of the first paragraph and replace with: Tom Danford, Dr. Barry Good, Dr. Mike O'Brien Dr. Rick Pusz and Rita Yeager.

Mr. Gilmore made a motion to accept the minutes of May 26, 2005 as amended. Mr. Danford seconded the motion. Motion carried.

4. Board Chair Report

A. Board Officer Elections

Mr. Jones's term on the Board is up as of June 30, 2005. Ms. Harman stated that Ms. Persinger still has not been appointed to the Board and Dr. Cummings has not been reappointed. Mr. Gilmore stated that technically Dr. Cummings can continue to serve if he desires and if there is not anyone to fill the vacancy. Mr. Robertson has sent several letters to the Governor requesting reappointment of Dr. Cummings. Mr. Gilmore suggested Board members bring up the issue when talking with legislators.

There will be five vacancies on the Board at the end of June: W. Keith Jones, Orphy Klempa, David Robertson, Tom Danford and Jeanne Richter. **Mr. Gilmore made a motion that the Board send a letter to Governor Manchin with a recommendation that Mr. Jones, Mr. Klempa and Mr. Robertson be reappointed to the Board as well as Dr. Cummings and that Ms. Persinger be officially appointed.** Mr. Robertson stated that those being requested for reappointment be asked if they are willing to serve another term prior to sending the letter to the Governor. Mr. Jones and Mr. Robertson agreed to serve again if the Governor agrees to reappoint them. Mr. Jones will contact Mr. Klempa to see if he will agree to serve another term. He will also write/fax Mr. Robertson a draft letter relative to reappointments.

Mr. Gilmore nominated Mr. Robertson for Chair of the Board. Ms. Boyd seconded the motion. Motion carried.

Regarding the position of Vice-Chair, the Board decided that whoever is chosen Vice-Chair, that person will serve as Chair when election time arrives again in two years. Mr. Robertson made a suggestion that the Board defer action on the election of other officers until the next Board meeting. At that time, Mr. Klempa and Dr. Cummings will have been contacted as to whether or not they agree to be reappointed.

B. Hearings and Petitions

There were no hearings or petitions.

5. Administrative Staff Reports

A. FY 2006 Budget (Action)

Mr. Bandi asked if there were any questions relative to the FY 2006 budget as presented at the May 26, 2005 meeting. Being that there were no questions, **Mr. Danford made a motion that the Board approve the FY 2006 budget as presented at the May 26 meeting. Dr. Cummings seconded the motion. Motion carried.**

Mr. Bandi stated the College has a \$40,000 contingency for next year compared to \$180,000 the College operated with this year. He also stated that in the past two years the College has not touched contingency dollars.

Mr. Bandi reported there has been numerous correspondence regarding requests he made to Council for distribution of funding. Of the \$5.6 million tentatively available as Budget Digest funds, \$200,000 will go to Southern West Virginia Community and Technical College for their Nursing program; the remainder will be determined by legislatures as to how it will be distributed. With the exception of the \$200,000 for Southern, Budget Digest money has not been determined for any other agencies. Of the \$5.6 million, only \$800,000 will go to community colleges, the balance will go to four-year institutions.

The Board received a copy of an e-mail from Dr. Hunter to Dennis Taylor regarding the capital project money. The reaction from Dennis Taylor was not what the College had hoped for.

Mr. Jones spoke about letters on funding. He stated he received a letter from Senator Andy McKenzie on funding for the College. Chancellor Skidmore was asked to take a look at what is happening with funding dollars. Dennis Taylor, Vice Chancellor for Administration, has offered to meet with the Board on this issue. Mr. Jones will invite Mr. Taylor to a future Board meeting.

The next Council meeting will be in July. At some point, the Board will need to consider going public with their view on the funding issue, however, this does not seem to be the appropriate time with the transition of presidents. Council will have a recommendation and presentation in September with a presentation to be made to the legislature in January.

Reporting on facilities, Mr. Bandi stated contractors working on the Annex Building have asked for a 30-day extension. The project is running \$25,000 over budget.

Mr. Bandi walked the Board through a handout relating to College Square cost projections.

Presently, the College is short \$423,000 to finish four projects: the Annex Building, the Rear Plaza of the B&O Building, B&O window replacement and the HVAC loan. The College has entered into a contract for low bidder on the B&O project.

Mr. Bandi recommended the Board approve moving forward on the building renovation at the B&O Building keeping in mind that the College has an outstanding request for \$1.5 million to HEPC. Still outstanding is the Capital Campaign and the TEA Grant.

Congressman Mollohan's representatives informed the College (Margaret Zoeckler) verbally that the institution will not be receiving federal funds this year. There is, however, an opportunity for the College to re-apply to ARC for a grant as well as submit another TEA application. Another option would be for the College to take on a state bond issue next year, solicit Budget Digest money and go back to federal people and HEPC. Board action was not needed since the Board had already given approval for the total project cost of \$10 million plus.

Work on the B&O plaza is a week behind schedule; the window project is three weeks behind schedule. TRACO Manufacturing is putting together the two construction companies now working on the projects and may switch the warehouse project to the B&O window project thus anticipating completion of window replacement for first week in August.

B. Enrollments Management Report

Ms. Fike reported fall enrollment as being ahead of this time last year. Summer enrollment is also ahead of last year (last year's summer enrollment was the highest in the history of the College).

WVU is allotting WV Northern space in their Student Union to display Northern brochures and booklets.

C. Review of Five-Year Summary Report and 2005-2006 Strategic Agenda

A Five-Year Summary Report (2000-2005 in semi-draft form) was distributed to the Board. Any comments relative to the report are to be submitted to Mr. Koon.

Mr. Koon reported that the "A" Team met on June 22 to develop a Strategic Agenda for 2005-2006 for Dr. Olshinsky's arrival. An overall report card from the "A" Team on goals from the 2004-05 Strategic Agenda was distributed. Also distributed was a draft prioritized list of items for the 2005-06 Strategic Agenda. Mr. Koon stated that the information distributed was the recommendation from the "A" Team to the Board and Dr. Olshinsky as to the direction in which the College should be looking in the upcoming academic year. No action was required from the Board at this time on information presented from the planning retreat.

D. Status Report on Policies Development and Cataloging

Mr. Koon stated that last November the Central Office staff reviewed policies institutions were required to have this year to comply with a legislative mandate. After reviewing the list of policies, Mr. Koon reported there are only four policies the College has not yet submitted. One of them is a by-law issue rather than a policy; this had to do with public notice of Board meetings. Other policies not yet submitted are: Parking Policy (this one was pulled to be revised) and Faculty and Administrative Productivity (this stems from legislature at least 10 years ago that says faculty administration is supposed to be 10% more productive than their peers; no one has defined productivity). The College's response was that the policy on productivity is trivial since WV Northern is the most understaffed College in the state and is already more productive. A third policy the Central Office has asked be resubmitted is on adjunct faculty and the percentage of adjunct faculty to full-time faculty. The policy on tuition for those 65 and older is one that needs rewritten for Board approval.

Mr. Koon reported the College is moving forward on policies and stated Ms. Dudash has all policies on the web and continues work in that area.

E. Institutional Advancement Report

Mr. DeFrancis gave a report on Institutional Advancement strategy bond proceeds, grants and awards.

Dean DeFrancis stated that in the last academic semester attempts have been made to formalize Institutional Advancement strategy. Information was submitted to Dr. Hunter on activities involving grant seeking and funding from the past four years for inclusion in the Five-Year Summary Report.

A grant proposal was submitted to the HITE Foundation. WV Northern learned last week the institution will be receiving scholarship money from that proposal. There is potential for \$150,000 geared toward transfer students who intend to move on to four-year institutions. Signed resolutions have been returned; when the money is received, the College will begin raising matching funds. A banquet will be held in October to raise additional funds for this scholarship. WV Northern is the first institution in the state to receive funding from the HITE Foundation.

Mr. DeFrancis reported the ARC grant was rejected. He will go to Flatwoods to participate in the ARC program again this fall.

Deadline for the Social Justice grant is June 30. WV Northern is in the process of gauging support for a proposal that would take Black History Month to the region's high schools. The College plans to do a program in November on Native Americans.

The Title IV grant was rejected, however, the College plans to re-submit.

Mr. DeFrancis reported the Title III grant for \$1.8 million over five years was not listed on the Institutional Advancement Strategy Report. The Title III grant is the most outstanding accomplishment for the College in the past four years; Title III made a lot of the College technology possible. WV Northern will be looking for other sources of funding in the next two years as there is a hiatus of two years on reapplying for Title III grant money.

F. Foundation Capital Campaign Report

Relative to the Capital Campaign, several individuals will visit with at least 50 corporate people in the area to solicit their help in moving the College forward in this endeavor.

A meeting is scheduled for next week to put together a committee for the "Buy a Brick" Campaign.

Although \$150,000 has been raised for the Capital Campaign, work continues toward raising at least another \$300,000 to assure receipt of matching funds.

G. Principles of Retention Report

Dr. Good reported on guidelines required by all colleges in the state relative to retention rates. Although the Board agenda indicates there are 12 principles of retention, documentation in the agenda packet on "Principles for Improving Student Retention and Graduation Rates" lists only 10. This is due to a change by the state.

Dr. Good spoke with Bruce Flack and was informed that all colleges and universities in the state will be required to produce a narrative on how retention and graduation rates are being addressed. Working objectives were pulled together by Dr. Good, Ms. Fike, Steve Woodburn and Bridgette Duley (information was distributed to the Board). Dr. Good addressed some of the things the College will do to address the 10 principle guidelines.

Dr. Good talked about the IPEDS Cohort stating that it refers to first-time/full-time degree-seeking students. The state looks at the Cohort (the federal government reporting status) when grading the College.

WV Northern has filled a position for Supplemental Instruction Coordinator to help in the retention effort.

H. Update on Technological Development

Dr. Jones distributed a technology report to the Board that addressed: technology enhanced classrooms, upgrading the Telecom rooms to IP Video, telecommunications systems, IP telephony and MIS development.

Dr. Jones stated 35 technology enhanced classrooms have been installed and are up and functioning. They will be ready for fall semester classes.

Purchase orders have been submitted to have equipment installed for upgrading Telecoms to IP Video.

Regarding MIS development, Dr. Jones reported that ad hoc reports are being converted to BRIO Hyperion. Individuals will be able to retrieve reports on their own without intervention of professional programmers.

Mr. Koon stated the College has been using WebCT as a faculty platform. WebCT gets students more involved. To date, 80% of faculty have been trained in WebCT and will be utilizing it in their classes.

The remainder of the technology plan will be implemented over the next year or year and a half.

6. Old Business

There was no old business.

7. New Business

Mr. Robertson made a motion that the Board get on record with a resolution of appreciation to Mr. Gilmore and each member of the Presidential Search Committee for their work on the committee. Mr. Danford seconded the motion and suggested the resolution be reviewed at the next Board meeting. Motion carried. Mr. Gilmore, Mr. DeFrancis, and Peggy Carmichael will do a formal resolution.

Mr. Gilmore made a motion to officially approve the contract and hire Dr. Martin Olshinsky as WV Northern's next President. Ms. Harman seconded the motion. Motion carried. (Dr. Olshinsky's contract was approved by WV Council on June 16.)

8. Executive Session

The Board entered into executive session at 7:08 p.m. on a motion by Mr. Danford and seconded by Ms. Boyd. Mr. DeFrancis was asked to remain for the session which was relative to a real estate issue. **At 7:50 p.m., the Board exited the executive session on a motion by Mr. Danford; seconded by Ms. Harman. Motion carried.**

9. Next Meeting

The next Board of Governors meeting will be held on August 25, 2005 at 5:00 p.m. in the President's Board Room. (There will be no meeting held in July.)

Minutes respectfully submitted by,

Minutes approved by,

Linda K. Dudash
Administrative Assistant Sr.

Anne Dieckmann-Harman
Board of Governors Secretary