

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

**Thursday, October 28, 2004 -- 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 28, 2004 in the B&O Board Room.

**1. Call to Order**

Dr. Cummings convened the meeting at 5:15 p.m. due to the delayed arrival of Mr. Jones.

**2. Roll Call**

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

Other guests included: Dr. Baba Adam, Dean, Institutional Effectiveness; Larry Bandi, Dean, Business/Financial Affairs; Bob DeFrancis, Dean, Community Relations and Institutional Advancement; Mike Koon, Vice President and Dean of Economic and Workforce Development.

Lou Costanzo and Brian Trischler from Costanzo and Associates attended the meeting to present the West Virginia Northern Community College financial statements and additional information for the years ended June 30, 2004 and 2003 and independent auditors' reports.

**3. Minutes of September 30, 2004**

Mr. Danford made a correction to the draft minutes of September 30, 2004 as follows: On page four, second paragraph under 6A end the sentence with GSA building. In the third paragraph under 6A on page four change the word over to *possession of*.

Ms. Harman made a motion to accept the minutes of the September 30, 2004 meeting as corrected. Mr. Danford seconded the motion. Motion carried.

**4. Board Chair Report**

**A. Chair Report**

No report was given.

**B. Board Appointment**

No names were submitted for consideration for replacement of Brenda Botizan.

**C. Board Retreat**

Chair Jones stated no progress has been made on the Board Retreat. The Board decided to hold the Retreat in January. Linda Dudash will poll the Board to determine convenient dates in mid to end of January for the Retreat.

**D. Hearings and Petitions**

There were no hearings or petitions.

**E. Field Audit**

Lou Costanzo and Brian Trischler (Costanzo and Associates) presented the field audit for West Virginia Northern Community College. A report published by Costanzo & Associates was distributed to the Board. Costanzo and Associates have been involved in the audit for the institution for ten years. However, financial statements have been previously done by Deloitte and Touche. This year the firm worked with the college system and the president to provide cost savings to the College and will now be compiling the financial statements also.

Mr. Trischler reported on the financial statements and Mr. Costanzo reviewed a letter of recommendations. Items reviewed by Mr. Trischler included: statements of net assets; component unit--statements of net assets; statements of revenues, expenses and changes in net assets; component unit--statement of activities; statement of cash flows; and notes to financial statements.

In Mr. Trischler's report, he stated the Foundation had approximately \$76,000 increase in grants and donations from 2003-04. This includes \$30,000 of pledges receivable. In addition, the Foundation is showing increase in net assets.

Reporting on the accounts receivable area was Mr. Lou Costanzo.

Mr. Costanzo stated that Costanzo and Associates will review a list of checks that have been issued and were never cashed to make certain the College is abiding by the unpaid funds policy. Mr. Bandi informed the auditor that a policy is being developed and that Dr. Hunter approved a tracking mechanism for appropriated funds this week.

Mr. Costanzo reported this is the first time the Foundation has been audited.

Auditor Costanzo commented: “With management’s focus and Dr. Hunter’s vision, the College has been able to overcome substantial cutbacks in State funding, provide significant pay increases and promotions, and institute the single largest expansion in the history of the College.” Despite the inequity that exists within the State’s community college funding, Northern was able to add a quarter of a million revenue over expenses surplus this year to existing positive fund balances. Everyone is to be commended on a great year for West Virginia Northern Community College.”

Thanks were extended to the College and the Board by Mr. Costanzo for allowing the firm of Costanzo and Associates to be involved in the audit. He stated his belief that WV Northern will receive an award (again this year) for having its audit completed first in the State. Mr. Costanzo encouraged the College to share the audit report with State legislators.

Mr. Danford made a motion to accept the audit report by Costanzo and Associates. Dr. Cummings seconded the motion. Motion carried.

Dr. Hunter thanked Mr. Costanzo for the effective relationship they have had with the firm for the past four years.

## **5. President’s Report**

### **A. Dean of Academic Affairs**

Dr. Hunter reported the search for the Dean of Academic Affairs position was screened down to four candidates. Dr. Barry Good will be on campus October 29. An invitation was extended to the Board to stop by the B&O building to meet Dr. Good tomorrow afternoon for coffee.

### **B. Update on Issues at State Level**

Presentation was made to Chancellor Skidmore of proposal for investigation of the community college funding formula and revisions suggested by WV Northern. However, Chancellor Skidmore nor the CCTCE have yet responded to the proposal. Chancellor Skidmore is willing to have Chair Jones be part of the presentation of the proposal to the Community and Technical College Council. Chair Jones will contact Chancellor Skidmore regarding a presentation to Council.

Dr. Hunter informed the Board of a new rule on finance from the HEPC which states that Council will meet with a Board to determine its budget. The new rule, presently on first

reading, distinguishes between internal and external peers. A copy of the rule will be sent to the Board.

Mr. DeFrancis gave a brief summary on conversation with Robert Morgenstern in regard to unity agenda. A call went to presidents and public relations from Mr. Morgenstern regarding a meeting to discuss marketing of higher education in West Virginia. The meeting, held by teleconference this morning, was well attended. Consensus was that Robert Morgenstern should try to get presidents to formulate a unity agenda.

Due to the five per cent budget reduction the College faces this year, Dr. Hunter expressed the importance of a unity agenda.

#### **C. Feedback and Communication with Legislators and CCTCE**

President Hunter stated the Board needs to address requests and strategies at the Board Retreat. He stated the need for a brief presentation to legislators in January if not before.

#### **D. Tuition/Salaries**

Dr. Hunter reported he received a letter from former Governor Gaston Caperton, now president of the College Board, regarding tuition increases on the average. WV Northern is well below average relative to tuition increases.

Information on higher education salary increases was included in the Board agenda booklet. Dr. Hunter reported it is obvious WV Northern led the way last year with median increases for faculty of \$3,000. There are no classified employees at Northern below zero step on the Mercer scale.

#### **E. Facilities Progress**

Regarding College Square development, Mr. Bandi reported the project will go to bid on November 29. The design/development stage will be completed on October 29. Documents will be sent to the State through Rich Donovan. Bids are due back from bidders on December 17. Construction on the College Square project will begin by early 2005.

### **6. Administrative Staff Reports**

**A. Dean of Business, Finance, Facilities Report**

Mr. Bandi reported on the work of the Business Office this past month as follows: worked with auditors on annual audit and MD&A; developed a tracking mechanism for bond proceeds and draw downs for the College Square project; coordinated with McKinley and Associates and Sue Pelley on timeline for the College Square project; assisted with the College Square Gala Event, held a meeting with WVNET on upgrading software to Version 6 and coordinated with Ms. Fike on implementation schedule; worked on the GSA building project with Library attorney, Sue Pelley and Department of Education.

A method for bond procedures has been developed. There was a draw down of \$350,000 from an advance for payment of the new building. However, those funds have been returned to the College.

Name tags will soon be instituted for faculty and staff.

**B. Foundation Report**

Mr. DeFrancis reported on grants the College now has in hand.

The Transportation Enhancement Grant for windows in the B&O building is expected to be released to the College in early November. Since the College has money for beautification of the B&O, \$600,000 will be directed to College Square.

Regarding bond proceeds, distribution is as follows: \$410,00 for replacement of HVAC and repair to the back wall of the B&O; \$600,000 for replacement of doors and windows in the B&O; and \$7.9 million for the College Square project. However, if necessary, Chancellor Mullen stated funds could be moved.

Mr. DeFrancis reported the College received \$7,500 from a Social Justice Initiative Grant. The College is partnering with the Alumni Association, the Ohio County Library and Independence Hall in a one-month celebration relative to Black History in February.

Two other grants were received in the amount of \$450 for the People Speak Program and United Nations Program. Delilah Board coordinated the People Speak Program in Wheeling which focused on the Patriot Act. A similar event was held in Weirton.

**C. Workforce Development Report**

Mr. Koon reported a press conference held on October 27 announced a new partnership with CEWE. CEWE has approved a new business plan that will focus more on services through flexible learning methodology and partnerships.

Announcement was also made of a partnership with Mountaineer Racetrack and Gaming Resort in a pledge to develop casino management programs. Tamara Pettit, director of Public Relations at Mountaineer Racetrack, is working with Mr. Koon on this partnership.

Dr. Hunter asked the Board's approval to submit Ms. Pettit's nomination to the Community College Council and Chancellor Skidmore indicating strong support of the Board. Chair Jones stated the Board re-affirms that Tamara Pettit serve on the Community College Council.

Fred Oelschlager has been appointed consultant in Workforce Development.

#### **D. Enrollments Management Report**

Ms. Fike gave a report on Enrollments Management. The Board received information on fall census, October 15, 2004 campus comparisons (census to census) and institutional comparisons (now vs. census spring 2003). Numbers provided were submitted to Charleston. There was considerable increase in FTE, however, a decrease in headcount. For the first time, FTE is at 1900.30.

Banner is being upgraded to Version 6. This will allow students to register for any courses at any time. Test scores, syllabus and office hours will be available on-line.

Financial aid checks were delayed two weeks to make certain students were attending classes. Vouchers were put in for use in the bookstore. Financial aid checks will be delayed again in the spring for two weeks.

#### **7. Old Business**

**A. Purchase Card Review (2<sup>nd</sup> Reading)**

The Purchase Card Policy was distributed to the Board for second reading showing minor changes. Mr. Danford made a motion to accept the Purchase Card Policy on second reading. Ms. Boyd seconded the motion. Motion carried.

**8. New Business**

**A. Programs Evaluation, Development and Designation**

Mr. Koon introduced three faculty members: Kathy Herrington, Program Director for Human Services; Don Poffenberger, Program Director for Criminal Justice; and Jim Tully, new professor in the Criminal Justice department. Program evaluation summaries were distributed to the Board.

One of the roles of the Board is to review evaluations and designate the program according to policy criteria.

Summary on the Human Services Curriculum Evaluation was presented by Kathy Herrington. Strengths, weaknesses and recommendations regarding the program were presented to the Board. Program Review summary data information was distributed to the Board. Information included number of graduates by year and program, headcount by year (fall) and program, placement summary 1999-2002 and summary results from Student Satisfaction Surveys, 1998-2003. A suggested new direction for the Human Services Program was to add a paraprofessional educator certificate.

Mr. Poffenberger reported on the Criminal Justice Program Evaluation. Major strengths and weaknesses were reported. It was recommended that the program be continued with new courses added this semester. Suggested new directions are to continue to expand offerings in the homeland security area, continue to increase use of technology to enhance instruction and explore opportunities for new articulation agreements.

Mr. Poffenberger added that new courses will be added to the Criminal Justice Program next spring. Focus is to incorporate new technology into the program and develop on-line programs. Target date for the program to go on-line is two years, which will be in time for the NCA focus visit.

Mr. Poffenberger will present a proposal to administration where faculty will be mentored who want WebCT training. Courses now using WebCT number around 60. By spring, it is expected that between 90 - 100 courses will be using WebCT.

Mr. Danford made a motion to accept both the Human Services Program Evaluation and the Criminal Justice Program Evaluation as presented. Ms. Harman seconded the motion. Motion carried.

## **9. Executive Session**

Dr. Hunter asked that the Board postpone the Executive Session until the November 18 meeting.

## **10. Next Meeting**

The next Board of Governors meeting will be held on Thursday, November 18 at 5:00 p.m. in the President's Board Room.

## **11. Adjournment**

Mr. Danford made a motion to adjourn the meeting at 7:30 p.m. Ms. Boyd seconded the motion. Motion carried.

Minutes respectfully submitted by,

Minutes approved by,

Linda K. Dudash  
Administrative Assistant Sr.

Anne Dieckmann-Harman  
Board of Governors Secretary