

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

**Thursday, November 21, 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, November 21, 2002 in the B&O Board Room.

1. Call to Order

Mr. Gilmore called the meeting to order at 5:05 p.m.

2. Roll Call

Roll call was taken by Linda Dudash. Members in attendance were: Brenda Botizan, Tom Danford, Frank E. Gilmore, Anne Dieckmann Harman, Teresa Hemingway, Keith Jones, Danny Kaser, Teri Meeker, and Dr. Cathy Sistilli. Participating by phone: David Robertson. Excused: Larry Bandi and Dr. Darrell Cummings.

Other guests included: Michele Blum, reporter, Wheeling Intelligencer; Bob DeFrancis, Dean, Community Relations and Institutional Advancement; Pat Henry, Business/Finance Manager; Dr. John Jones, Dean, Computer Information and Communications Technologies; Dennis Juran, Deloitte and Touche; Mike Koon, Vice President, Workforce and Economic Development; Kim McConnaughy, Academic Director, Center for Adult Learning and Developmental Education; and Garnet Persinger, Provost.

3. Approval of Minutes (October 24, 2002)

Ms. Botizan made a motion to approve the minutes of the October 24, 2002 meeting after a correction is made to item three, Approval of Minutes. The date listed should read September 26, 2002. Mr. Danford seconded the motion. Motion carried.

4. Board Chair Report

A. Hearings and Petitions

Chair Gilmore stated that there were no hearings or petitions.

B. Deloitte and Touche Audit

Information was included in the Board packet on financial statements and additional information

for the year ended June 30, 2002 and independent auditor's report. Dennis Juran, from Deloitte and Touche, reported on the audit. As an overview to Mr. Juran's report, he mentioned that GASB 35, *Basic and Financial Statements and Management's Discussion and Analysis for Public Colleges and Universities*, which was released in November 1999, extends the applicability of the new reporting standards to include public colleges and universities. WV Northern is required to implement these new standards for the year ended June 30, 2002. Another new addition to the report is management analysis. Mr. Juran reviewed the following financial statements with the Board: Statement of Net Assets; Statement of Revenues, Expenses and Changes in Net Assets; Statement of Cash Flows; and Notes to Financial Statements. These statements focus on the financial conditions of the College, the result of operations, and cash flows of the College as a whole.

Future audits will include financial statements pertaining to the Foundation. However, financial statements relative to the Alumni Association will not be included in future audits.

Mr. Juran extended his thanks to Mr. Henry and the Business Office for their cooperation with Deloitte and Touche in preparation of the audit. Ms. Botizan extended thanks from the Board to Mr. Henry and the Business Office for working so well with the auditors.

Ms. Botizan made a motion to accept the audit by Deloitte and Touche. Mr. Jones seconded the motion. Motion carried.

C. HEPC Report

Mr. Jones reported on the November 15 HEPC meeting and the meeting held with Board Presidents he attended in Charleston. The main topic of the meeting was concern about budget cuts from the State.

Mr. Jones reported that the work of HEPC last month was in regard to special projects and peer equity. A portion of the meeting focused on statements made by several college presidents and HEPC questions pertaining to whether or not major changes were being made to institutional programs. Concern was also expressed regarding the need for a more collegial atmosphere among the colleges. The "open air" meeting will be held on a quarterly basis.

Regarding the budget issue, Mr. Jones stated that it looks as if it will be a 10% across-the-board approach. HEPC asked for advice as to the colleges' disposition on how it is to be handled. Mr. Jones suggested that the College provide some feedback to the Chancellor. One last point was that HEPC is expecting feedback from Boards regarding legislative items. They will then share best practices among the colleges.

Mr. Gilmore thanked Mr. Jones for representing the Board in Charleston.

Dr. Hunter stated that the peer system previously discussed has not been finalized. In a letter to Chancellor Mullen, Dr. Hunter stated that methodology will not provide a fair peer system for community colleges. Chancellor Mullen acknowledged the points made by Dr. Hunter at the last President's Council meeting. Dr. Hunter stated that it is now possible that the College will use the results of the analysis for funding purposes but not for any other purposes of peer comparison. HEPC still does not have a consistent approach for long-term development.

Dr. Hunter stated that at the present time, the chances of getting special projects funded looks to be quite remote, especially since WV Northern has not been placed as high on the priority list as it was last year. Mr. Koon explained how special projects were categorized.

5. President's Report

A. FY 2004 Budget Strategy Sessions

Dr. Hunter reported that internal discussions have been held on FY 2004 budget strategy sessions. Referred to as "Operation Leap Frog" the budget crisis management sessions will look at ways in which to resolve the budget crisis without losing employees while continuing to "grow the College." Two additional sessions will be held dealing with the academic overview--technology, administrative services and reorganization, and academic programs.

Between February and May, the Board can expect to receive communications and recommendations regarding the final adoption of the FY2004 budget. Dr. Hunter stated that by March the College should have an idea of the parameters in regard to the State appropriations and the budget reductions for FY2004. This issue will remain on future agendas.

6. Staff Reports

A. Self-Study

Ms. Persinger asked the Board to review chapter four of the Self-Study dealing with policy, governance and administrative structure that was included in the October 24, 2002 agenda packet. Questions and comments regarding the information should be directed to Ms. Persinger.

A draft of the entire Self-Study document will be ready soon. Final draft will be completed by January.

Ms. Persinger informed the Board that she would have information available to them at the December meeting regarding the time and date the Board will meet with the NCA Evaluation Team in March.

B. Assessment

Kim McConnaughy, Academic Director for the Center of Adult Learning and Developmental Education, presented key points on basic skills assessment and mentioned ways the College is trying to improve instruction of developmental course work to students. Other items of discussion included: (1) how levels of proficiency of incoming students in reading, writing, and mathematics are determined, (2) developmental courses currently offered that are below college level, (3) how effectiveness of developmental instruction is assessed, (4) results of basic skills assessment, and (5) challenges in attempting to assess basic skills.

Ms. McConnaughy discussed the Nelson Denny test, a test which measures vocabulary development, reading comprehension and reading speed.

Ms. McConnaughy reported that the College is in the process of doing research on interactive software and other methods of instruction. Consideration has been given to hiring a consultant to determine where the College stands in developmental education and ways in which to change the method of delivery to students as well as provide more one-on-one situations.

A report prepared by the Office of Institutional Research was distributed on Developmental Math success rates from 1996-2001 by campus. Also distributed was a report showing the number of students tested by campus in reading, writing, elementary algebra and numerical skills.

Ms. McConnaughy is attempting to form a developmental ed consortium between WV Northern, West Liberty State College and Wheeling Jesuit University.

C. Finance Report

Mr. Henry gave the first quarter financial report for the period ending September 30, 2002.

D. Foundation Report

Mr. DeFrancis reported that the Foundation submitted two preliminary proposals to the Benedum Foundation--one for professional development and one for an IP Video System. Unfortunately, both proposals were rejected. However, the College plans to go elsewhere with the two proposals.

Regarding the Transportation Enhancement Act, Mr. DeFrancis stated that due to a complete rewrite this program has been delayed. The proposal will be resubmitted along with a proposal (submitted a year and a half ago) on the replacement of windows. Both proposals are due January 15.

The Woloshan parking lot has been signed, paved and lighted.

7. New Business

A. Student Grievance Procedure

Dr. Hunter changed the Student Grievance Procedure from an action item to first reading. The Student Grievance Procedure, which is undergoing considerable change, will be included in the Student Handbook once it is decided upon.

Dr. Hunter asked Ms. Meeker to take the procedure to Student Senate to determine their preference of a three- or four-step procedure and report the outcome to the Board in January. The present four-step procedure makes reference to a student non-academic and academic committee. The three-step procedure does not provide for either of the two committees. If the two committees were retained, the procedure could be amended.

8. Other

Linda Dudash will survey the Board to determine the time of the December 5 Board meeting. It was suggested that the agenda be kept to a minimum and that the Student Grievance Procedure be moved to the January meeting. If a financial report is given, it will be a written report rather than an oral report. Assessment Protocol will remain on the agenda.

A summary of the Compact will be distributed to the Board in December.

9. Adjournment

Meeting adjourned at 7:25 p.m. The next Board meeting will be held on December 5 at 11:00 a.m. in the Holloway Dining Room in the Hazel-Atlas building.

Minutes Respectfully Submitted By,

Approved By,

Linda K. Dudash

David Robertson