

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

**Thursday, October 23, 2003 — 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 23, 2003 in the B&O Board Room.

1. Call to Order

Mr. Jones convened the meeting at 5:00 p.m. (Mr. Koon acted on behalf of Dr. Hunter who was on annual leave.)

2. Roll Call

Roll call was taken by Linda Dudash. Members in attendance were: Brenda Botizan, Dr. Darrell Cummings, Tom Danford, Mary Dudley, Frank E. Gilmore, Anne Dieckmann Harman, Keith Jones, Danny Kaser, David Robertson and Zac Wycherley.

Other guests included: Larry Bandi, Dean, Business/Financial Affairs; John Daley, Dean of Instruction; Bob DeFrancis, Dean, Community Relations and Institutional Advancement; Dr. John Jones, Dean, Computer Information and Communications Technologies; and Mike Koon, Vice President, Workforce and Economic Development.

3. Approval of Minutes (September 25, 2003)

Mr. Danford suggested that the following corrections be made to the September 25, 2003 minutes: On page 4, paragraph two beginning with New hires include, it should read: Dr. Mike O'Brien and Debbie Folger, biology; Helen Papeika, nursing; Katherine Freeman and Mary Marlin, developmental education. On page four, the second sentence in paragraph six under Academic Report should read: The department chairs will not be compensated financially.

Mr. Danford made a motion to approve the minutes of the meeting of September 25, 2003 with corrections as noted above. Dr. Cummings seconded the motion. Motion carried.

4. Board Chair Report

A. Report on Combined HEPC/Board of Governors Conference

Those who attended the combined HEPC/Board of Governors meeting in Charleston on October 9 and 10 were: Dr. Hunter, Mr. Gilmore, Ms. Harman and Mr. Jones.

Mr. Jones reported that Governor Wise's primary focus at the meeting was on financial issues. A presentation was made on the training of teachers. State colleges will train teachers based on teachers having a degree in the subject matter in which they teach in addition to teaching credentials.

A presentation was given on the PROMISE Scholarship.

B. Deloitte and Touche Audit Report

Dennis Juran of Deloitte and Touche reviewed the WV Northern financial statements and additional information for the years ended June 30, 2003 and 2002 and independent auditors' report. Mr. Juran stated that the MD&A section was authored by Mr. Bandi and Dr. Hunter. He reported that this is the first set of statements issued in the system, which is complimentary to the Board and the staff. Mr. Juran also reported that the negative fund balance of previous years has been extinguished and complimented the Board and the College on this achievement.

Mr. Juran asked the Board if they had any thoughts as to what they want to do with the Foundation next year. Ms. Botizan suggested that stance be taken of where the college is at the present time. Mr. Juran stated that, at a minimum, the numbers in the footnotes should be included. Mr. Bandi was asked to contact the Foundation with two issues: Freedom of Information and Campaign on Donors.

Mr. Danford made a motion that the Board accept the Deloitte and Touche report as presented. Dr. Cummings seconded the motion. Motion carried.

C. Hearings and Petitions

There were no hearings or petitions.

5. President's Report

A. College Square Update

Mr. Koon gave an updated report on the College Square in Dr. Hunter's absence. Mr. Koon referred to the PERT Chart in the Board agenda booklet that lists events that have gone on to date regarding the College Square Concept as well as what the college will be doing in the next few months. He stated that the college will continue to build partnerships in order to obtain funding and support. In January and February of 2004, the college will approach the congressional delegation to seek their support of the project. Letters of support from the student coalition, City of Wheeling, and Brooke County School System were distributed to the Board. Support letters are expected to be submitted from other school superintendents prior to the next Board meeting. Mr. Koon stated that Dr. Hunter plans to send information to the Board regarding work that is being done with McKinley and Associates.

Dr. Hunter has written a letter to Senator Rockefeller seeking support for acquisition of the Social Security Administration office building located on 16th Street.

The Board took a tour of the warehouse building.

B. Policies Development

Mr. Koon referred to the report on revision of academic policies included in the Board agenda booklet which highlights policies on which HEPC has been working. All of the policies will have some implication on the Board.

Policies on which the Board will be working have been divided into three categories: (1) instruction, Mr. Koon and Mr. Daley; financial, Mr. Bandi; and Personnel, being handled mostly by Classified Staff Council at this time.

Draft policies will be put on the web for comment by faculty and staff. Dr. Hunter anticipates that two policies will be ready for Board review in November: Travel and Conflict of Interest. Other policies, which may or may not be ready for the next meeting, are: Professional Development Policy and Policy on Faculty.

6. Administrative Staff Reports

A. Economic Development/CEWE

Mr. Koon gave a report on economic development/CEWE. He stated that the college is still partners with Weirton Steel, however, CEWE is facing financial problems. The college is exploring ways in which CEWE may restructure. Mr. Koon stated that options are being looked into should the Weirton Steel facility reduce their operations, which will, more than likely, include the training facility. Information regarding this issue is unable to be released at this time. Short-term programs will be available through WV Northern if Weirton Steel employees are laid off. WV Northern has been working with the Byrd Institute out of Marshall University to begin a new maintenance/electrical technician program.

B. Foundation Capital Campaign

Mr. DeFrancis reported that the College Square Concept was presented to the WVNCC Foundation at its last meeting. The Foundation will be conducting a capital campaign for the project. Since it was a new effort, the Foundation did not come up with a dollar amount they wanted to raise. The Foundation Finance Committee will ask that the capital campaign be set at \$500,000. The Foundation will meet again to discuss the matter on November 6. Mr. DeFrancis distributed a list containing funding sources that have been identified to help fund the capital campaign. The Board was asked to submit names of additional funding sources to Mr. DeFrancis. Mr. Jones will get information to Mr. Bandi on funding sources at the Bayer Corporation.

Mr. DeFrancis reported that a gift of \$10,000 has been received from the Starvaggi Foundation (through Don Donell) to spearhead the capital campaign. He stated that the Foundation will be putting together some funding in addition to that amount.

Mr. Robertson suggested that the Board look into some major corporations and examine their boards to see what foundations they are affiliated with. He suggested looking into the Graebel Foundation as well as the United Auto Workers.

Mr. Wycherley informed the Board that Dr. Hunter is meeting with the Alumni Association on November 11 to solicit their support for the College Square Concept.

C. Financial Report

Mr. Bandi reported that additional policies specific to the Business Office are being reviewed.

Since there was no feedback on the budget form distributed at the September 25 Board of Governors meeting, Mr. Bandi stated that format will be used in the future.

A quarterly report for September was not distributed to the Board since financial audits were not received in sufficient time. The information will be presented at the November Board meeting.

7. Old Business

A. Board Member Nominations

Nominations to the Board were discussed. The slate of nominees included the following four Republicans: Conner Boyd, Jim Buch, Barbara Matey and Dave Weaver. However, Ms. Harman asked that, due to other commitments, Jim Buch and Dave Weaver be removed from the list. Orphy Klempa was the only Democratic nomination submitted.

After a brief discussion and review of several resumes, Mr. Danford made a motion to forward Orphy Klempa's name to Governor Wise as a possible Democrat to fill one of the Board vacancies. Ms. Botizan seconded the motion. Motion carried.

Dr. Cummings made a motion that the Board submit Connor Boyd as the Republican nominee to fill the second vacancy on the Board. Mr. Jones seconded the motion. Motion carried.

8. New Business

A. Credit Cards for Students (Action)

The policy on Credit Cards for Students was reviewed by the Board. Mr. Danford moved that the institutional rule on Credit Cards for Students be approved by the Board as distributed. Mr. Robertson seconded the motion. Motion carried. Mr. Koon gave some background on the bill passed by legislators requiring each institution to have a credit card solicitation policy for students.

9. November/December Meetings

It was decided that November 20 would be the next scheduled meeting date.

Mr. Jones stated that Dr. Hunter decided there was no need to hold a Board meeting in the month of December. However, the Board is invited to attend the Yuletide luncheon to be held in the Culinary Arts Dining Room at 12:00 noon on Tuesday, December 2.

10. Other

Mr. Jones reminded the Board that they are invited to attend the New Martinsville Friends of the College dinner on November 6 at the PPG Pavilion. Social hour will begin at 6:00 p.m. with dinner to be served at 6:45 p.m. The Friends will pay tribute to Garnet Persinger for her service to the college after more than 30 years.

11. Adjournment

Mr. Danford made a motion for the Board to go into Executive Session at 6:30 p.m. to discuss the Costanzo report. Ms. Botizan seconded the motion. Motion carried. Executive Session concluded at 7:05 p.m. Dennis Juran of Deloitte and Touche reviewed financial statements with the Board beginning at 7:05 p.m. Meeting adjourned at 7:50 p.m.

The next scheduled meeting will be Thursday, November 20 at 5:00 p.m. in the B&O Board Room.

Minutes Respectfully Submitted By,

Approved By,

Linda K. Dudash

David Robertson