

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, January 27, 2011 – 5:00 p.m.
B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, January 27, 2011 in the B&O Board Room on the Wheeling Campus.

1. Call to Order

Mr. Clarke convened the meeting at 5:10 p.m. in the absence of Mr. Craycraft.

2. Roll Call

Roll call was taken by Linda Dudash. Members in attendance were: John Clarke, Dr. Darrell Cummings, Gus Monezis, Fred Renzella and Zac Wycherley. By Phone: Conner Boyd, Mary K. DeGarmo, and Bill Haught. Excused: Rita Berry, Joseph Craycraft, Anne Dieckmann Harman, and Deborah Keener.

Guests included: Dr. Martin Olshinsky, President; Bob DeFrancis, Dean, Community Relations; Janet Fike, Dean, Enrollments Management; Steve Lippiello, Chief Financial Officer/Vice President of Administrative Services; Steve Woodburn, Dean, Wheeling Campus. Other: Lisa Ingram and Christina Sullivan.

3. Approval of Minutes – Meetings of October 28, 2010 and December 9, 2010

Mr. Renzella made a motion to accept the minutes of the meetings of October 28, 2010 and December 9, 2010 as presented. Mr. Wycherley seconded the motion. Motion carried.

4. Board Chair Report

• **Hearings and Petitions**

There were no hearings or petitions.

5. President's Report

The Board received a copy of the 2010 IPEDS Data Feedback Report. The report compares West Virginia with its peer institutions. Peer institutions are receiving more state support than Northern. To offset the imbalance, an increase in tuition rates will be needed. *Dr. Olshinsky will present a brief synopsis of the IPEDS report to the Board in February.*

Information from the January 27, 2011 meeting of the WV Council for Community and Technical College Education relative to the Compact Submission Update for FY 2009-2010 was distributed to the Board.

Dr. Olshinsky reported on the following President's activities for the months of December 2010 and January 2011:

- Presented at the Senate Judicial Committee on Marcellus Shale and the role community colleges are playing in training residents
- Began Strategic Planning process for 2011-2015. The plan will be ready by February 2011, and it will be used for the accreditation process. The College's goals, vision statement and mission statement were reviewed.
- E-mailed Congressman McKinley relative to supporting community college students who have financial needs with Pell Grants (House Bill 2).
- Explored ways for students to become more involved in the communities (possibly offering credits for doing community work).

6. Administrative Staff Reports

A. CFO and Vice President of Administrative Services – Steve Lippiello

- **Project Updates**

Mr. Lippiello updated the Board on the following projects: Web redesign, on-line registration, elevator renovations, Weirton Campus expansion, Wheeling Campus expansion, and Straub property acquisition.

- **Capital Project Funding**

Approximately \$2.6 million is available for capital project funding.

- **FY 2012 Budget**

Mr. Lippiello reviewed the challenges, opportunities, and unrestricted net assets in the FY 2012 budget.

- **Tuition Increase**

Two scenarios for a proposed tuition increase for FY 2012 were reviewed with the Board. Scenario I entailed a 5% tuition increase and Scenario II entailed a 6% tuition increase.

Dr. Olshinsky recommended the Board go with a 6% increase, or \$5/credit. Ms. DeGarmo suggested the College set aside the tuition increase in a student activities fund for students so the College can give back to them in some way. Dr. Olshinsky stated the idea was to put the money into operating reserves. However, Dr. Cummings suggested the College look into the suggestion made by Ms. DeGarmo. Dr. Olshinsky agreed to research Ms. DeGarmo's suggestion relative to setting aside some funds for student activities. President Olshinsky stated the College would inform WV Council that Northern will aim for a tuition increase; however, the manner in which the increase will be used will be at the Board's discretion. **Dr. Cummings made a**

motion that the Board accept the proposed tuition increase of 6% or \$5/credit. Mr. Monezis seconded the motion.

B. Director, Human Resources – Dr. Olshinsky for Peggy Carmichael

- **Rules on First Reading**

The following five rules were distributed to constituents for comment. Comments were included in the information e-mailed to the Board.

- **Nepotism Rule**

The Board received the Nepotism Rule on first reading. Nepotism means College employee to relatives or cohabiting partners without giving public notice and consideration to other qualified applicants. This rule applies to all employees including work study students.

- **Acceptance of Advanced Placement Credits**

The Board received the Rule on Acceptance of Advanced Placement Credits on first reading. Information on Acceptance of Advanced Placement is currently in the College Catalog; however, the College does not yet have a rule on it and would like to formalize the information.

- **General Education Rule**

The Board received the General Education Rule on first reading. Because of its commitment to the total development of the individual, the College requires all students enrolled in academic programs to complete a general education core curriculum.

- **Public School Service Rule**

The Board received the Public School Service Program Rule on first reading. The Rule provides for students who volunteer in public schools, in certain capacities, to earn college credit at West Virginia Northern Community College. The intent is to instill in public school students the benefits of postsecondary education.

- **Role of Adjunct Faculty and Appropriate Balance Between Full-time and Adjunct Faculty**

The Board received the Role of Adjunct Faculty and Appropriate Balance between Full-time and Adjunct Faculty Rule on first reading. The College employs both full-time and adjunct (part-time) faculty to teach courses. Guidelines concerning the role of adjunct faculty and the balance between full-time and adjunct faculty are outlined in the rule.

- **Rules on Second Reading**

- **Major Reduction or Discontinuance of a Program**

The Rule on Major Reduction or Discontinuance of a Program was distributed to the Board on second reading. Faculty reviewed this rule and their comments are incorporated in the rule. This rule was drafted in the event the College would have future cuts in faculty and provides an opportunity for those who want to be retrained. However, the College does not anticipate problems relative to reductions.

Mr. Wycherley made a motion that the Board of Governors approve the Rule as presented on second reading. Dr. Cummings seconded the motion. Motion carried.

- **Bookstore and Textbook Rule**

The Bookstore and Textbook Rule was distributed to the Board on second reading. Faculty reviewed the rule. The rule assures there will be book rentals available through the Bookstore and that books required for classes by faculty will be used as long as possible. **Dr. Cummings made a motion the Board of Governors approve the Bookstore & Textbook Rule as presented on second reading. Mr. Wycherley seconded the motion. Motion carried.**

C. Dean, Wheeling Campus – Steve Woodburn

- **Higher Learning Commission Self-Study**

Lisa Ingram, Associate Professor of Respiratory Care; Christina Sullivan, Counselor I and Retention Coordinator; and Steve Woodburn, Dean, Wheeling Campus, are the leads for the accreditation project. The accreditation visit is tentatively scheduled for March 4-6, 2013.

Board members received a copy of the accreditation plan that will be submitted to the HLC which consists of time lines, goals, composition of committees, and the 2012-2013 accreditation organizational structure. By May 2, 2011, a plan of action will be in place. Target date for completion of the entire document is October 2012. Input will be solicited from the Board during the preparation process. Mr. Koon will mentor the Accreditation Steering Committees and Sub-committees.

Three Accreditation Committee members from Northern will attend the HLC Conference in April 2011.

Destination Accreditation is the theme for the accreditation visit. Themed tee-shirts were distributed to Board members who were present at the meeting. Members who were absent will receive a tee-shirt in the mail or at the February Board meeting.

SharePoint, an on-line electronic resource room, is available for anyone who wishes to access the accreditation documents being worked on.

D. Dean, Enrollments Management – Janet Fike

- **Spring Enrollment**

Ms. Fike distributed and reported on the Spring 2011 Enrollment Comparison Report for January 21, 2011.

- **Default Rate**

Ms. Fike reported on Northern's default rate.

7. Old Business

There was no old business.

8. New Business

There was no new business.

9. Executive Session

Mr. Wycherley made a motion for the Board to enter into executive session at 6:25 p.m. to discuss the Straub properties. Mr. Monezis seconded the motion. Motion carried.

The Board came out of executive session at 6:35 p.m. on a motion by Mr. Monezis. Dr. Cummings seconded the motion. Motion carried.

10. Adjournment/Next Meeting

Mr. Monezis made a motion to adjourn the Board meeting at 6:35 p.m. Dr. Cummings seconded the motion. Motion carried. The next Board meeting is scheduled for Thursday, February 24, 2011 in the B&O Board Room on the Wheeling Campus.

Minutes respectfully submitted by,

Minutes approved by,

Linda K. Dudash
Executive Secretary to the President

Anne Dieckmann-Harman
Board of Governors Secretary