**DATE:** Friday, March 5, 2010  
**PLACE:** B&O Board Room  
**CONVENED:** 9:00 a.m.  
**CONCLUDED:** 10:50 a.m.

**ATTENDEES:**  
Dr. Martin Olshinsky, Jim Baller, Peggy Carmichael, Tom Danford (attending for Chris Kefauver), Bob DeFrancis, Emily Fisher, Mike Koon, Sue Pelley, Dr. Vicki Riley, Steve Woodburn, Denise Wycherley and Zac Wycherley  
Phone: Larry Tackett

**EXCUSED:** Dr. Jim Bull and Janet Fike

**MINUTES RECORDED BY:** Linda K. Dudash

**NEXT MEETING:** Monday, May 17, 2010 – B&O Board Room

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DISCUSSION</th>
<th>ASSIGNMENT</th>
<th>PERSON(S)</th>
<th>STATUS</th>
</tr>
</thead>
</table>
| 1. Legislative Update | Dr. Olshinsky distributed and reported on SB 480 relative to personnel issues currently being reviewed by the House.  
Mr. Wycherley reported SB219, regarding control of vehicles, made it through the Senate. | | | |
| 2. Tuition Discussion | Dr. Olshinsky reported institutions can raise tuition as long as it isn’t above 3%. If an institution wants to raise tuition more than 3%, the increase would have to be approved. If legislation on tuition increases passes, WVNCC may consider an increase of 2.89%. | | | |
| 3. Property Acquisition Status | Greg Stewart, Ohio County Administrator, informed Dr. Olshinsky a more extensive study will be done on the Straub property. The county will share its findings of the study with the College; the College will then conduct its own study of the property. | | | |
| 4. Outside Sources of Funding to the College and Foundation | Ms. Fisher distributed packets containing information on outside sources of funding. West Virginia Northern donors increased by 5% with funds from donors supporting the health sciences and disabilities programs. To date, College alumni and College employees have not been solicited for | | | |
donations. On-line contributions, through the College website, may be made to the College Foundation. Also included in the packet was a copy of the Foundation Strategic Plan.

The College filed a Title IV grant.

A golf scramble will be held in early summer to raise funds for students.

A designer purse auction will be held at a High Tea on June 3 at the home of Foundation Chair, Dr. Mary Marockie.

5. Text Alert System

Mr. Woodburn reported over 500 people have signed up for the text alert system (only 75 of them are employees) that will be used in emergency situations. Information on emergency alerts will be posted on the College’s home page by clicking on the Weather/Emergency button that scrolls across the screen.

6. Staff Reports

**President Olshinsky** reported the College’s goals and Strategic Plan are in effect through 2010. Discussions have determined the goals are still valid.

A reminder will be sent to administrators relative to evaluations being scheduled in March.

Christina Sullivan, and several others, will meet with faculty over the next few weeks to brainstorm ideas on retention efforts.

**Ms. Carmichael** informed Council evaluations will be coming out soon. Classified employees will be informed by the HR Department when evaluations are sent to supervisors.

Workstudy students on the Wheeling Campus will
now complete applications in the Human Resources Office rather than the Financial Aid Office. (Applications for workstudy students will be posted on-line.) Students will receive a list of offices that are interested in work study students, and interviews will be conducted with the office of the student’s choice. Ms. Carmichael will work with Weirton and New Martinsville Campus Deans to determine how the process will work regarding workstudy students on their campus.

Human Resources is doing an audit to determine which faculty do not have an I-9. Those who do not have an I-9 will not continue to work.

Mr. Lippiello reported the College is in line to receive stimulus money in mid-April.

Mr. Lippiello is working on three rules: Travel, Fixed Asset, and Facilities Use rules. They will be out sometime this month. No approval will be needed by the Board on the Facilities Use Rule.

Ms. Wycherley informed Council a new full-time employee, Elizabeth Knollinger, is working in the Office of Students with Disabilities.

The Office of Students with Disabilities is serving approximately 327 students this semester.

Council discussed behavioral problems with students in the classroom. The Safety Committee is working on a rule regarding disruptive students in the classroom.

Dr. Riley: Faculty evaluations are being conducted.

Faculty groups are working on policies and
<table>
<thead>
<tr>
<th>Mr. Baller:</th>
<th>The recycling program is going well; recycle boxes have been placed in every classroom.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. DeFrancis:</td>
<td>Today is wrap-up day for the fall schedule of classes.</td>
</tr>
<tr>
<td>Mr. Danford: (Reporting for Chris Kefauver)</td>
<td>Faculty Assembly is meeting this afternoon. Agenda items are: promotion criteria and faculty evaluations (streamlining evaluations).</td>
</tr>
<tr>
<td>Dr. Bull:</td>
<td>A discussion was held on ways to contact students when a class has been cancelled.</td>
</tr>
<tr>
<td>Mr. Woodburn:</td>
<td>Booze, Cruise and You'll Lose, a mock crash/trial focusing on the tragedies associated with drunk driving, sponsored by Gold, Khoury and Turak, will be held on the Wheeling Campus of West Virginia Northern on April 30 beginning at 9 a.m.</td>
</tr>
</tbody>
</table>