

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

**Thursday, October 27, 2005 -- 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 27, 2005 in the B&O Board Room.

1. Call to Order

Mr. Robertson convened the meeting at 5:00 p.m.

Mr. Danford made a motion to move the financial reports to the beginning of the meeting after roll call. Mr. Jones seconded the motion. Motion carried.

2. Roll Call

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

Other guests included: Dr. Martin J. Olshinsky, President; Larry Bandi, Dean, Business/Financial Affairs; Robert DeFrancis, Dean, Community and Public Relations; Dr. Barry Good, Dean, Academic Affairs, Dr. John Jones, Dean, Computer and Information Technologies; and Mike Koon, Vice-President/Dean, Economic and Workforce Development.

3. Annual Audit Report Presentation by Costanzo & Associates

Mr. Bandi introduced Lou Costanzo and Brian Trischler of Costanzo and Associates who presented the audit of financial statements of West Virginia Northern Community College for the years ended June 30, 2005 and 2004.

The report indicates West Virginia Northern increased assets 23% over last year with promise of showing another surplus this year, total liabilities increased 20%, and Foundation statements remain stable over last year. An auditor's report on internal control was provided.

Mr. Costanzo is pleased with West Virginia Northern's improvements in internal control in the past several years and commended Mr. Bandi and his department for their efforts. Mr. Robertson thanked the auditors for their report. Mr. Bandi stated that the aggressive posture of the auditing firm will allow West Virginia Northern to be first in presenting the financial information to the state.

Mr. Danford made a motion to accept the auditors' report as it is in writing and presented by Costanzo and Associates. Dr. Cummings seconded the motion. Motion carried.

Mr. Robertson extended his appreciation to Dr. Olshinsky for Board packets getting out on time.

4. Approval of Minutes (September 22, 2005)

A. Minutes of September 22, 2005

Mr. Klempa made a motion to accept the minutes of September 22, 2005 as presented. Mr. Danford seconded the motion. Motion carried.

5. Board Chair Report

A. Chair Report

No report was given.

B. Hearings and Petitions

There were no hearings or petitions.

6. President's Report

Dr. Olshinsky highlighted his accomplishments for the past month. Some of his accomplishments/activities from last month are as follows:

- Increased Community Contact/Outreach

Dr. Olshinsky (along with Mr. Bandi at some functions) made presentations at Wheeling Rotary, Wheeling Chamber of Commerce, Wheeling Lions Club, Arts Link, and Wheeling Kiwanis.

Met with: CEO of OVMC, Upper Ohio Valley Building and Construction Trades Council, Jefferson Technical Community College President regarding partnerships, Director of Wheeling Chamber of Commerce, attended Wheeling Symphony opening night and reception resulting in Maestro Smith talking with Music Appreciation class.

- Academic Activities

Dr. Olshinsky submitted to faculty for review and discussion a new academic structure proposal. He is working with Northern faculty to make web-based education accessible to students with special needs.

- Internal Relations

Presented color scheme proposal for Educational Center to entire college community.

- Student Activities

Met with Student Senate to discuss pending issuance of student ID cards, student ID number for records, and student ID for computer access.

- State Reports

Information was distributed to the Board on dual enrollment, procedural rules and administrative procedures, and IPEDS report. Northern is in the top 4-5 in the state relative to dual enrollment. The IPEDS report is a comparison of where West Virginia Northern is compared to its peers.

Dr. Olshinsky reported that the Tutoring Center Program has received national accreditation with the College Reading Learning Association (CRLA) and HVAC has been approved to administer the EPA certification exam.

First Lady Gayle Manchin will be visiting the College on October 28 for a ribbon-cutting ceremony for the Office of Technology. The Hazel-Atlas building will be presented to Mrs. Manchin to get her view on what the College can make out of the building. A proposition paper will be sent to Governor Manchin outlining what the College has to offer, what it has done, and how the College can link to the Governor's project.

7. Administrative Staff Reports

A. Dean of Business, Finance, Facilities Report

1. College Square Update - Color Scheme Presentation

Mr. Bandi presented the color scheme for the Educational Center to the Board. He reported the Educational Center is 60% complete and is on track for the College to occupy on May 1.

Installation of windows in the B&O building is 95% complete. Other than striping of the parking area and hand rails on the walkway, the B&O Plaza project is 95%

complete. Ms. Persinger was thanked for her contribution of a bench, installed in the Plaza area, in honor of Dr. Hunter. The smoking shelter has arrived and is ready for assembly. The parking area of the Plaza will be resurfaced due to ponding. One quote has been received through the state department and a commercial artist list has been obtained for sending out for quotes for the sculpture to be erected on the B&O Plaza.

2. Update on GSA

A meeting is scheduled for October 28 relative to the GSA building. Money (\$500,000) has been deposited into an escrow account for the facility. The College is in the process of working with federal officials to approve the transaction between Northwood Health Systems and WVNCC.

B. Technology Report

1. Update on Routers/Technology in Educational Center

Dr. Jones reported that routers have been installed and optimized in New Martinsville and Weirton. Routers have been optimized to handle all data - voice, video, and IP. The second phase of installation will be in the Educational Center. This installation will connect with the B&O.

2. Conference

Dr. Jones attended the League of Innovation conference to determine how West Virginia is doing in comparison to other institutions. College goal is to increase professional development. Northern will be sending someone to the upcoming NISOD conference.

C. Foundation Report

1. Gala Event

Mr. DeFrancis reported on the Gala Event. Figures for the event are not yet in. The Special Events Committee has met and discussed turning the event over to the three Friends of the College groups to take over sponsorship of the banquet. Dr. Olshinsky reported that the Weirton Friends are willing to do this. Next year the event will be held in the Educational Center.

2. Capital Campaign

Mr. DeFrancis reported more one-on-one meetings will be scheduled with potential donors relative to the Capital Campaign; the President will be involved in as many as he can. The Foundation is moving into a Buy a Brick Campaign.

3. Civil War Memorial

Mr. DeFrancis presented a drawing of the Civil War Memorial. Senator Byrd and Congressman Mollohan are aware of the project and want to get it noted as a National Memorial. Contract for the sculpture will be discussed at the next meeting of the Civil War Board. The Board authorized Mr. DeFrancis to write to Gayle Manchin asking if she would consider sitting on the Civil War Memorial Board. Nancy Sturm will sit in for Mrs. Manchin when she is unavailable.

A joint feasibility study is being undertaken to determine the success in raising funds for the Civil War Memorial and West Virginia Independence Hall Civil War flag. A meeting was held with Dan Berry and Ann Honer relative to funding. They will be putting together a list of 50 or more people to meet with relative to funding for the Civil War Memorial. It is anticipated a report will be available in the first quarter of 2006.

D. Enrollments Management Report

1. Enrollments Report

Dr. Olshinsky gave the enrollments report in the absence of Janet Fike. Headcount has been met, however, FTE is down 25-29. The College has begun to clean up students who do not show academic progress and limiting the number of credits they may take resulting in a drop in FTE.

2. Revenues - Change of Philosophy

Mr. Bandi reported the College is on target in this year's budget. The change in philosophy is that the College has gone from FTE to billable hours. Even with FTE being down, revenue is up due to more students taking less hours. Therefore, the College is able to get full tuition for hours under 12 credit hours. The first semester has resulted in a revenue increase of \$38,000.

E. Academic Affairs Report

1. Assessment

Dr. Good reported acceptance by Faculty Senate of a plan for assessment of student learning. The new plan may be viewed on the web. Implementation of the assessment plan is scheduled for spring semester. A new academic structure will be in place by that time also. The Higher Learning Commission is scheduled for a focus visit in 2007 relative to academic achievement and institutional effectiveness.

2. New Programs

Dr. Good reported there will be several new programs added to the WVNCC curriculum: Paralegal Studies will be available this fall; Court Reporting (Steve Woodburn visited Allegheny County Community College to learn about this program; WV Northern may team up with CCAC on the program); Allied Health Certificate Program (If a person doesn't get into the Allied Health program of their choice, this program would allow them to get something for their time); and Massage Therapy.

3. Academic Structure

Dr. Good distributed two charts on a new academic structure for West Virginia Northern. Deans have reviewed the concept at least twice. A third structure came out on a four-division system. The proposed structures were presented to faculty by Dr. Good and Dr. Olshinsky. Faculty are to decide at the next Faculty Senate meeting whether they will go with a three or four-division system. In the new structure, Campus Deans will report directly to the President and will work on staffing and scheduling with Division Chairs as well as with the Office of Academic Affairs.

Mr. Danford reported faculty have been discussing the academic chairs and are leaning toward four academic divisions as opposed to three. Classified staff has received information on the academic structure also. Clerical support for faculty is the concern with staff.

8. Old Business

Policies from the September 22 meeting were removed from the agenda and not put back on.

9. New Business

There was no new business.

10. Adjournment/Next Meeting

Meeting adjourned at 7:45 p.m.

The next Board of Governors meeting will be held on December 6, 2005 at 11:00 a.m. in Room 430 (4th floor) of the Hazel-Atlas building.

Minutes respectfully submitted by,

Linda K. Dudash
Administrative Assistant Sr.

Minutes approved by,

Anne Dieckmann-Harman
Board of Governors Secretary