

OFFICIAL Minutes
BOARD OF GOVERNORS
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE

Thursday, April 27, 2006 - 5:00 p.m.
B&O East Auditorium

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, April 27, 2006 in the B&O East Auditorium on the Wheeling Campus.

1. Call to Order

Mr. Craycraft convened the meeting at 5:05 p.m. in the absence of Ms. Boyd.

2. Roll Call

Roll call was taken by Linda Dudash. Members in attendance were: Joseph Craycraft, Tamara Petit Cronin, Tom Danford, Joseph Freeland, W. Keith Jones, Danny Kaser, Orphy Klempa, and Zac Wycherley. Excused: Conner Boyd, Charmaine Carney, Frank E. Gilmore, and Anne Dieckmann Harman.

Other guests included: Larry Bandi, Dean, Business/Financial Affairs; Robert DeFrancis, Dean, Community and Public Relations; Janet Fike, Dean, Enrollments Management; Dr. Barry Good, Dean of Academic Affairs; Dr. John Jones, Dean, Computer Information and Communications Technology; Mike Koon, Vice-President/Dean, Economic and Workforce Development; Becky Yesenczki, Chair, Classified Staff Council; Linda Fletcher, David Hanes, Cindy Hudok, Tracy Jenkins, Willa Knollinger and Carol Smith, Classified Staff Council representatives; Krista Lynn Carson, Chelsea Ellis, Mary Alice Landers, and Sarah Thompson, students.

3. Approval of Minutes of March 23, 2006

Mr. Danford made the following suggested changes to the minutes of March 23, 2006: on page two, student reps should be changed to student representatives and in the last sentence of the second paragraph on page four, the apostrophe should be omitted from the word scenarios.

Mr. Klempa made a motion to approve the minutes of the meeting of March 23, 2006 with the amended changes. Mr. Jones seconded the motion. Motion carried.

4. Board Chair Report

A. Hearings and Petitions

There were no hearings or petitions.

5. Classified Staff Council Presentation

Mr. Wycherley introduced Becky Yesenczki, Chair of Classified Staff Council. Ms. Yesenczki gave a PowerPoint presentation to the Board to familiarize members on what Classified Staff Council is about and present concerns of Council. Other Classified Staff Council representatives present introduced themselves. Those in attendance were: Linda Fletcher, David Hanes, Cindy Hudok, Tracy Jenkins, Willa Knollinger and Carol Smith.

Ms. Yesenczki's presentation showed 50% of classified staff as having more than 15 years experience with the higher education system. According to the Mercer Scale, employees at 15 years service or above are at salary cap.

Mr. Bandi informed the Board the College will no longer receive Title III money which will take away from technologies that have been provided in the past.

Staff to student ratio was discussed.

6. President's Report

Dr. Olshinsky recognized students nominated to the PTK All-American Team. Certificates were presented to: Sarah Thompson and Chelsea Ellis from the New Martinsville campus, Mary Alice Landers from the Wheeling campus and Krista Lynn Carson from the Weirton campus. Students unable to receive their certificate in person were: Ashley Visco, Weirton campus, nominated for PTK All-USA Academic Team Award and Jacob "Jake" Fennick, Wheeling campus, recipient of the 2006 Terry O'Banion Student Technology Award.

The annual PTK All-USA event will be held in Charleston on May 10, 2006.

Governor Joseph Manchin visited Weirton campus on April 19 to speak with students on West Virginia politics.

At the April 26, 2006 meeting of the WV Community and Technical College Council, a tuition increase was approved for West Virginia Northern Community College. The increase also includes metro fees. In preparation for the Council meeting, Dr. Olshinsky prepared a document titled *Report on Tuition and Appropriations* (copy was distributed to the Board) proposing how the College plans to use the \$600,000 which was added to the base budget (formal notification has been received) and justification for a proposed tuition increase. Proposed use of the \$600,000 includes faculty adjustments in pay scale, bringing classified staff to full funding, salary increases for non-classified staff, increase in marketing efforts and maintenance contingency funding. A meeting was held with Classified Staff Council to explain the plan for funding salary increases including the possibility of reaching full funding in the next fiscal year. A chart comparing West Virginia Northern with other institutions was included in the *Report on Tuition and Appropriations*.

Dr. Olshinsky reported that he attended the National Conference of the Higher Learning Commission in Chicago and was provided an opportunity to discuss Northern's assessment plan with the College's liaison.

Mr. Koon is working on an Institutional Effectiveness document. A meeting was held with Dr. Laura Meeks, Jefferson Community College and Dr. Joseph Bukowski, Belmont Technical College to discuss joint marketing efforts aimed at reducing costs to distribute information. Quarterly meetings will be scheduled with the two presidents.

Reciprocity agreements in Culinary Arts and an integrated manufacturing program as well as joint grant writing options were discussed at a meeting with the President and staff of the Community College of Allegheny County.

Mr. Bandi commended Dr. Olshinsky on his preparation of the *Report on Tuition and Appropriations* which was instrumental in the approval of a tuition increase for West Virginia Northern at the April 26 meeting of the WV Community and Technical College Council.

7. Administrative Staff Reports

A. Dean of Business, Finance and Facilities Report

• Quarterly Financial Report

Mr. Bandi reviewed the Quarterly Financial Report which was distributed to the Board. **Mr. Klempa made a motion to accept the Quarterly Financial Report as distributed. Mr. Jones seconded the motion. Motion carried.**

• College Square Updates

Mr. Bandi distributed a one-page overview of where the College stands on the B&O rear plaza project, the B&O windows project and the Education Center. Money has been placed in reserve for a Court of Claims law suit West Virginia Northern may be up against with Colaianni Construction relative to the Education Center. At a construction meeting this morning, the College was informed Colaianni would overnight information on the Court of Claims suit.

Completion of the Education Center is scheduled for May 22, 2006. The College will occupy the building by that date barring any delays. Dedication of the building is scheduled for August 10 at 2:30 p.m.

• **FY 2007 Budget**

A three-page document was distributed to the Board for discussion purposes on the College's FY 2007 budget which begins July 1. Mr. Bandi walked through the details of the budget and what the College is assuming in revenue and expenses. An increase in State appropriations has been added in the amount of \$674,000. A tuition and fee portion of that figure amounts to \$184,000 and was approved in modified form at the March 23, 2006 Board of Governors meeting.

An increase in the number of tuition waivers for staff and students will be available. Waivers are granted to staff and students to apply toward tuition.

A new full-time faculty position in Respiratory Care on the Weirton campus has been included in the FY '07 budget. Additional part-time faculty have been included under Instructional Technology and Distance Education. An increase has been added to security costs. Through an initiative by Mr. DeFrancis and Dr. Olshinsky, the College has increased the marketing budget by \$30,000. The College also plans to establish a \$250,000 maintenance reserve.

CCTCE based tuition increases for FY 2007 on Institutional Compacts. Ratings are classified as satisfactory, good or excellent. West Virginia Northern was rated good, and was, therefore, able to request a tuition increase of 4.5%. Mr. Bandi stated the College is trying to get CCTCE to use an annualized approach showing what was done throughout the entire year at each college when determining whether or not a college may request an increase in tuition.

The proposed FY '07 budget was presented to the Board for first reading; therefore, no action was required at this time.

B. Foundation Report

Mr. DeFrancis reported the Buy A Brick Campaign is wrapping up this week. Orders for bricks will be taken until May 1 and then information will be sent to have bricks stamped. An estimated \$45,000 has been collected from the brick campaign.

C. Environmental Report

Ms. Fike provided the year-end immunization report. The report provides the number of new students who completed the measles and rubella immunization. The requirement states if a student is registered for 12 or more hours they must provide documentation they have had a measles/rubella immunization. No registrations have been held up due to this regulation.

6. Old Business

A. Commencement

Mr. Wycherely reported 314 students are certified to graduate on May 14. Distinguished Alumni, Robert Ortiz, has been contacted and will attend commencement. Don Donell, President of Starvaggi Industries and member of the WVNCC Foundation Board will be the 2006 commencement speaker.

7. New Business

A. June/July Board of Governors Meetings

Dr. Olshinsky asked the Board's thoughts on scheduling Board meetings in the months of June/July. The Board determined that no meetings would be held in June/July of this year.

8. Executive Session

The Board went into Executive Session to discuss personnel matters and real estate. There was no action required upon return to regular session.

Minutes respectfully submitted by,

Linda K. Dudash
Administrative Assistant Senior

Minutes approved by,

Anne Dieckmann Harman
Board of Governors Secretary