

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Tuesday, October 28, 2008 – 6:00 p.m.
New Martinsville Campus – Room 110**

A meeting of the West Virginia Northern Community College Board of Governors was held on Tuesday, October 28, 2008 in Room 110 on the New Martinsville Campus.

1. Call to Order

Mr. Craycraft convened the meeting at 6:10 p.m.

2. Roll Call

Roll call was taken by Linda Dudash. Members in attendance were: Conner Boyd, Joe Craycraft, J.W. Freeland, Anne Dieckmann Harman and Zac Wycherley. By Phone: Dr. Darrell Cummings, Mary K. DeGarmo and Bill Haught. Excused: Rita Berry, John Clarke and Miranda Postle.

Guests included: Dr. Martin Olshinsky, President; Larry Bandi, CFO/ Vice President of Administrative Services; Bob DeFrancis, Dean, Community Relations; Dr. Vicki Riley, Vice President, Academic Affairs; and Larry Tackett, Dean, New Martinsville Campus. Other guest: Brian Trischler, Costanzo and Associates.

3. Approval of Minutes – Meeting of September 25, 2008

Dr. Cummings made a motion to accept the draft minutes of September 25, 2008 as presented. Mr. Wycherley seconded the motion. Motion carried.

4. Board Chair Report

A. Hearings and Petitions

There were no hearings or petitions.

5. President's Report

A. Expansion Grant and Bond Issue

Dr. Olshinsky reported that the College is on target regarding the expansion grant for allied health. Mr. Bandi reported on the bond issue (see 6A, item three, paragraph three).

B. Highlights of the President's Activities for the Month of October

Some of the activities reported on by President Olshinsky for the month of October are as follows:

- Traveled to Washington, D.C. along with Senator Bowman, Mark Glyptis, USW President; and Chancellor Skidmore to meet with high level staff in Senator Byrd's office to prepare the staff for the College's submission of a \$6 million request to construct a technical training center on the Weirton Campus.
- Met with Senator Plymale, Edgell, Kessler, Bowman and McKenzie; delegates Klempa, Yost, Swartzmiller and Varner; State Superintendent of Education, Steve Paine; and representatives from the Governor's office to discuss the Middle College High School funding. Discussions resulted in \$175,000 being placed in the Governor's budget. Plans are to begin the Middle College in fall 2009. Memorandums of Understanding have been made with the County School Boards.
- Facilitated a meeting to discuss providing OSHA training to secondary students and trade apprentices. The goal is to have high school students OSHA certified before they graduate in vocational programs.

6. Administrative Staff Reports

A. CFO and Vice President of Administrative Services – Larry Bandi

- **CPA Presentation of the Annual Audit**

Board members received a copy of the audit of financial statements of West Virginia Northern Community College for the years ended June 30, 2008 and 2007. Brian Trischler of Costanzo and Associates presented findings of the audit.

Several matters were considered by Costanzo and Associates as opportunities for the College to strengthen internal controls and operate more efficiently.

Appropriate corrective measures were taken by the College relative to prior year audit recommendations with the following observations made by the auditing firm: (1) the Business Office should adopt federal policies for stale-dated (outstanding) checks, and (2) the College should adopt federal post-award requirements regarding fixed assets. Recommendations from Costanzo and Associates for the current year are that the College follow federal cash management procedures and that the Payroll Department strengthen internal control.

Ms. Harman made a motion to accept the audit report as presented by Mr. Trishler. Ms. Boyd seconded the motion. Motion carried.

- **Finalization of the B&O Renovation Project/Authorization to Expend Additional Dollars**

Mr. Bandi distributed information to the Board on the B&O renovation project, reported on expenditures and gave a recap on funding. Previous discussions were held with the Board regarding the \$1.194 million contract with DeSalvo Contracting; however, change orders that occurred during the process brought that amount to \$1,223,509. Additionally, modifications were made for the Middle College concept and some additional items were added to the contract bringing the total cost of renovations to \$1,335,000. Mr. Bandi asked the Board's consideration for the College to expend additional dollars over the original \$1.2 million approved by the Board for the B&O renovation project.

Mr. Haught made a motion to approve the B&O renovation project in the amount of \$1,335,000. Ms. Harman seconded the motion. Motion carried. Dr. Cummings abstained from voting because a hard copy of Mr. Bandi's report was not available for his review.

- **Hazel-Atlas and Honda Dealership Property Discussion**

Testing and evaluations of the Hazel-Atlas property have been completed. Youth Services Systems, Inc. has received approval for financing of the building and has accepted the building in its current condition.

West Virginia Northern's attorney, Cheryl Riley, is working on the agreement for the Honda dealership. A tour of the property was conducted for Board members. The Board was asked to consider approval of the two other properties. The College will present information to the Board on the two other parcels at the next Board meeting.

Mr. Bandi reported that the bond issue with the State of West Virginia has been put on hold due to market conditions. The College will not move forward with renovations on the Weirton Campus if the bond issue does not come through.

B. Vice President, Academic Affairs – Dr. Vicki Riley

- **Adult Recruitment Initiatives**

Dr. Riley reported that the College is focusing on attracting the adult student and has started the year by changing its billboards and web pages accordingly. Wheeling Campus hosted a "Back to College Night for Adult Students." A Board of Governors A.A.S. Degree Program is being offered by the College where a student can apply

life experiences toward academic credit. Work is being done on academic programs relative to delivery methods, ways to compress programs and ways to do hybrid courses. The College is exploring self-paced software packages.

- **Distance Education Expansion**

Dr. Riley reported that the College has hired a Distance Education Coordinator, Kim Patterson, who is responsible for assuring programs are structured and for auditing on-line courses. Ms. Patterson is working on a new on-line orientation class, training faculty on consistent delivery and looking at adding a distance education fee for on-line courses.

C. Dean, Enrollments Management – (Larry Bandi in the absence of Janet Fike)

- **Fall Census**

In Ms. Fike's absence, Mr. Bandi distributed and reviewed the Fall 2008 Comparison Report/Fall Census 2008 (October 15, 2008) Report.

D. Dean, Community Relations – Bob DeFrancis

- **Spring Schedule**

Mr. DeFrancis distributed the Spring 2009 Schedule of Classes.

Board members were informed that Northern's new web pages are now live.

- **Marketing Initiatives**

This topic was covered by Dr. Riley (see Item 6B, paragraph one).

E. Dean, New Martinsville Campus – Larry Tackett

- **Tour of New Martinsville Campus**

Board members were given a tour of the New Martinsville Campus by Dean Tackett.

- **State of the Campus**

Mr. Tackett gave a presentation to the Board which included information on enrollment trends, New Martinsville's objectives for increasing enrollment, the campus's involvement in the community, a "Luncheon with Lectures" series to introduce the community to the College, the life-long learner project, and connecting Wetzel County high schools to Northern classes via e-pop.

7. Old Business

There was no old business to discuss.

8. New Business

There was no new business.

9. Adjournment/Next Meeting

Ms. Boyd made a motion to adjourn the meeting at 7:40 p.m. Mr. Craycraft seconded the motion. Motion carried. There will be no Board meeting in the month of November. The next Board meeting is scheduled for Tuesday, December 9, 2008 at 11 a.m. in the B&O Board Room followed by the annual Yuletide Luncheon in the Culinary Arts Dining Room.

Minutes respectfully submitted by,

Minutes approved by,

Linda K. Dudash
Executive Secretary to the President

Anne Dieckmann-Harman
Board of Governors Secretary