

OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE

Thursday, February 23, 2006 - 5:00 p.m.
B & O Board Room

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, February 23, 2006 in the B & O Board Room on the Wheeling Campus.

1. Call to Order

In the absence of Conner Boyd, Joseph Craycraft convened the meeting at 5:13 p.m.

2. Roll Call

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

Excused: Conner Boyd

Other guests included: Dr. Martin Olshinsky, President; Larry Bandi, Dean, Business/Financial Affairs; Robert DeFrancis, Dean, Community and Public Relations; Janet Fike, Dean, Enrollments Management; Dr. John Jones, Dean, Computer Information and Communications Technology; Dr. Barry Good, Dean, Academic Affairs; Mike Koon, Vice President/Dean, Economic and Workforce Development; faculty members: Marian Grubor, Kathy Herrington and Ralph Lucki.

3. Minutes of January 26, 2006

Mr. Craycraft asked if the Board members had reviewed the minutes and if there were any additions or corrections. Mr. Danford stated that on page 2, Section F, NISOD, if the title of his proposal was listed (second sentence), then Ms. Sharma's proposal title should be listed also in the third sentence. Ms. Sharma will be contacted and the title added (Title: Facilitation and Student Retention in On-line Courses). Mr. Danford also noted on page 4, Item 6, Administrative Staff Reports, Section A, Dean of Business, Finance, Facilities Report, paragraph 7, the date of May 23 should be changed to May 22; and Section B, Foundation Report, paragraph 3, the date of February 6 should be changed to February 13. On page 5, Section E, Workforce Development, Weirton Mittle should be changed to Weirton Mittal.

With these corrections noted, Ms. Carney made a motion to accept the minutes. Mr. Danford seconded the motion. Motion carried.

4. Board Chair Report

A. Hearings and Petitions

There were no hearings or petitions.

5. President's Report

Dr. Olshinsky asked Mr. Danford, faculty representative to the Board and Science/Math/Technologies Division Chair, to introduce faculty members who were present at the meeting. Faculty included: Kathy Herrington, Associate Professor and Director, Psychology/Sociology/Human Services; Ralph Lucki, Health Science Division Chair and Director of Respiratory Care; Marian Grubor, Business, CIT and Culinary Arts Division Chair and Director of Culinary Arts. Dr. Rick Pusz, President, Faculty Senate, was ill and could not attend the meeting. He asked Mr. Danford to express his regrets.

After the introductions, Dr. Olshinsky asked Mike Koon to address the Board as to the basis of the reason for faculty to meet with the Board. Mr. Koon stated according to code, faculty, staff and students shall have the opportunity to meet with the Board of Governors annually. Dr. Olshinsky asked the faculty members to express any comments about the direction of the College. K. Herrington stated she was pleased with the Technology Enhanced Classrooms (TECs), enrollment and the overall atmosphere under Dr. Olshinsky. Ms. Herrington reported she serves on Academic Affairs and the committee is working on articulation agreements with several four-year colleges: West Liberty State College, Fairmont State College, Ohio University Eastern, Wheeling Jesuit University, Washington, PA and Robert Morris. There seems to be more interest in this area with the four-year schools. The articulation agreements would guarantee the credits from WVNCC's two-year Associate in Arts and Associate in Science Programs would transfer to the four-year schools. Mr. Lucki expressed he was glad to see Divisions back. He also reported in Health Sciences the College is looking at some new programs: Massage Therapy, Medical Assistant, CNA, etc. These would be one-year certificates and would be geared toward pre-health science students who are waiting to be accepted in to a two-year program. Health Sciences has been working with the Business Division and will have the Medical Assistant ready to be offered in the fall. This will replace the Office Technology Certificate Program Medical/Dental Front Office Option. Phlebotomy is planning on being offered through Continuing Education. Ms. Grubor expressed she was also glad to see Divisions again and the unity they bring back to the College. She also stated she was pleased to see faculty evaluations, goals and assessment being focused on again, and she sees the College, as a whole, on the right track. Mr. Danford noted he was also glad to be back to Divisions and was pleased with how faculty evaluations and assessment were progressing. He stated in the past, Associate in Science Program did not have a director but now someone has been identified; he would like to work on marketing strategies for potential growth in this area. Ms. Herrington expressed her concern in regard to the ratio of part-time to full-time faculty in certain areas/programs and

wondered at what point would hiring a full-time person be considered. She also expressed the need to bring part-time instructors into the assessment process.

Mr. Gilmore asked what the faculty thought the Board of Governors should be working on. Areas of concern were salary increases, assessment, institutional effectiveness. Mr. Gilmore stated the Board is committed to having an effective assessment in place.

The North Central assessment visit is scheduled for November 12 & 13, 2007. Dr. Olshinsky stated the College is planning on sending at least four people to the North Central Annual Meeting on April 1-4, 2006 which will include sessions on assessment and institutional effectiveness in the near future.

A. Tuition Increase

Mr. Bandi distributed information on peer equity allocations and average growth rates for student fees among other 2- and 4-year institutions in WV. He noted that WVNCC was the lowest in regard to state appropriations and tuition and that we have gone two years without a tuition increase. Mr. Bandi discussed a tuition increase of \$3.00. This would raise tuition from \$73.00 per credit hour to \$76.00 per credit hour and would not be a financial burden to the students. He also presented increases in lab fees for the computer labs, adding testing fees for Surgical Technology which would be figured in student tuition (Nursing is already doing this), a \$10.00 lab fee for HPE courses and raising the fees for limited enrollment classes from \$25.00 to \$40.00. Mr. Bandi noted for the Board that limited enrollment programs were costly to operate. These include classes such as Health Science Programs and Culinary Arts where lab/clinical sizes are dictated by an accreditation agency. The proposed tuition increase would result in an overall increase of 4.62%, less than the 4.75% increase allowed by code. Mr. Danford said he thought with the increase in bio supplies, lab fees in that area might not cover the cost. Mr. Bandi said the fees could be increased on individual courses. Mr. Danford said before he made that decision he would need to do further research.

B. Metro Fees

Janet Fike apprised the Board in regard to Metro fees. These fees would allow residents from just across the state lines, such as Washington County, PA, to attend WVNCC at a lower rate than out-of-state residents. WVNCC presently has Pennsylvania residents enrolled mostly on the Weirton Campus. Counselors have attended high school and college fairs and the interest in attending WVNCC is definitely there. WVNCC's out-of-state tuition is presently \$233.00 per credit hour; the Metro fee would be \$152.00 per credit hour which is slightly less than outlying Pennsylvania community colleges. Metro fees at this time will only be for Pennsylvania and the burden of introducing the fees would be strictly WVNCC's. If the Board approves the Metro fee, it must have final

approval by CTCC and HEPC. Dr. Olshinsky said, as a common courtesy, he would personally contact the Pennsylvania schools that would be affected.

The Board discussed the tuition and fees increase and Metro fees. **Ms. Dieckmann Harman made a motion to accept the 4.62% tuition increase as presented and request the \$152.00 Metro fee for Pennsylvania. Mr. Jones seconded the motion. Motion carried.**

C. Higher Education Day at the Legislature

Students and administrators participated in "A Day at the Legislature." Dr. Olshinsky presented a package that included Northern's support of peer equity funding; concern about HB 4049 newly established "specialized fee" provision; lottery monies; and the College Square Project. Mr. DeFrancis noted how proud he was of our students and what a wonderful impression they made in Charleston.

D. Activities for the Month of December/January

OUTREACH

- Introduced to Ohio County Commissioners.
- Introduced to CEO WesBanco and was informed of the shortage of accountants. This was also expressed by RED's Executive Director. Northern will have a new approach in its accounting marketing efforts.
- Met with Director of Catholic Central High School and reaffirmed our Partnership.
- Introduced to CEO of Main Street Bank and sought support for College Square.
- Discussed with representatives from Orbit the expansion of the Fiber Optics Program.
- Discussed the College's role in economic development with the Regional Economic Development Partnership Executive Director. Identified shortages in accounting and computer/networking.
- Assisted in the kick-off of Buy a Brick Campaign. Received great support (40 volunteers) and media coverage for the event.
- Participated in Weirton and Wheeling Friends meetings.
- Became a member of the National Civil War Memorial Board.
- Met with Wheeling Park school officials to discuss ways to expand our partnerships. Superintendent Larry Miller is eager to work with Northern.
- Participated in the Northern Panhandle Consortium which will result in expanded programming.

INTERNAL RELATIONS

- Met with Faculty Senate on issues of faculty merit pay and equity. Another presentation scheduled for March 3rd Faculty Senate meeting.
- Began evaluation process for the leadership team including the President.
- Mandatory Sexual Harassment Seminar is scheduled for February 24th.
- Presented update on College activity to Classified Staff Council.
- Starting a process to look at Student Services and ways to improve customer service and efficiencies.

STUDENT INTERACTION

- Engaged the Student Tri-Campus Senate on legislative day activities and College Square projects.
- Worked with PTK students to plan future events.

ACADEMIC ACTIVITIES

- Progress being made on refreshing the fall course schedule.
- Academic assessment is progressing with a document being prepared for the College's North Central liaison to review. The Board will receive a copy in the spring.

LEGISLATIVE

- Legislative Day activities including presenting Northern's position on key legislation. Also floated the concept of the Hazel-Atlas Building as a State agency central location.

6. Administrative Staff Reports

A. Dean of Business, Finance, Facilities Report

- Quarterly Financial Report

Mr. Bandi reviewed the quarterly financial report with the Board. He reported the College was doing well and revenues were up. The report included the fixed assets \$6.3 million from the bond lottery proceeds for the continued construction of the College Square Annex, Plaza, and B&O 4th floor renovations and window replacement, salary increases, general operating expenses. **Mr. Danford made a motion to accept the second quarter financial statement as presented by Mr. Bandi. Mr. Freeland seconded the motion. Motion carried.**

- Hazel Atlas Divestiture Report

Mr. Bandi will present an appraisal of the Hazel Atlas Building at the next Board meeting. He indicated there are interested parties for the purchase of the Hazel Atlas Building as well as the possibility of using the building for State agencies. General operating expenses for the Hazel Atlas Building is approximately \$80,000 yearly. The Refrigeration, Air Conditioning & Heating Technology Program will remain in the building for the fall semester.

- Peer Equity

Mr. Bandi reported \$600,000 would be needed to support the operating costs of the new building, the Hazel Atlas Building, faculty merit, funding of the classified staff salary scale. This is approximately a 3.5% increase for salaries.

- Update on Potential Court of Claim Suit by Colaianni Construction

Mr. Bandi distributed a copy of a letter from Spilman, Thomas & Battle, Attorneys at Law, in regard to the claim of Colaianni Construction's request for additional cost for floor leveling of the Annex building. The Architect, McKinley & Associates, advised Colaianni that this claim was denied in its entirety. Mr. Bandi noted that he did not believe this would go to further litigation; however, liability funds are accrued in lieu of this.

B. Foundation Report

- Buy A Brick Campaign Update

Mr. DeFrancis reported that the Buy A Brick Campaign is going well, and he was pleased with the public relations. Letters and postcards were mailed to the community and brick orders are coming in. He asked for College support and input.

C. Enrollments Management Report

- Spring Census

Ms. Fike reported that "census day" was February 15. This is a day when all schools throughout the State report enrollment numbers. WVNCC reported a headcount of 2,687 up by 99 from last year. WVNCC's goal is 3,035 -- an additional 348 students. Enrollment for second half classes, Early Entrance, Continuing Education and Community Education classes have not been figured in the total. This should push us closer to, if not over, our goal.

- Trio Grant

Ms. Fike reported a grant was submitted to accrue funds to establish operating centers for the purpose of assisting people with filling out college applications, financial aid, and to disseminate general information. The grant totaled \$220,000 and there are 100 grants given annually.

- WVNCC Post Card Mailing

Ms. Fike distributed to the Board a postcard that was mailed to 56,000 homes in the area targeting the 18-44 age group. This is the first time WVNCC has done this type of promotion.

D. Economic and Workforce Development

Mr. Koon reported the College has been working with the county school system in Hancock, Brooke, Ohio and Marshall counties to use their facilities in the evening to offer adult technical classes. The College is looking at ways to provide support for employees from Ormet, Weirton Steel and the coal mines by providing training, job searches, resume writing, etc.

E. Academic Affairs Report

- Podcasting Workshop

Dr. Good reported Don Poffenberger will be attending a seminar on Podcasting, and he and Pam Sharma will make this information available to the College through a workshop scheduled for sometime over the summer.

- Faculty Evaluation Forms

Dr. Good indicated he is working with Division Chairs and faculty to update the Faculty Evaluation Form process. Mr. Danford noted Division Chairs are looking at what was done in the past, and what needs to be done now. They will bring their recommendations to the Faculty Evaluation Review Committee (FERC) of the Faculty Senate. The goal is have an evaluation process in place that will meet the needs of the College and provide accurate information assessment. (Get rid of merit.)

F. Technology Report

- Update on Technology

Dr. Jones distributed a report and gave an update on what is happening in the area of Computer Information and Communication Technology. CICT continues redesigning the WVNET Main Web Page. The College has contracted with WVNET for participation in the OZ Service Call Tracking System. This system allows users to send service calls via the web and receive status reports by e-mail from start to completion. The service technicians can access the data base anytime which should result in faster service. This is also being looked at for maintenance problems. The new Education Center building will be connected to the B&O via fiber optic cable. Seven additional TECs will be purchased to equip all classrooms in the new building. The VoIP Telephone System will be purchased in March with installation scheduled in April. CICT is working on establishing time lines for moving faculty and staff computers and other equipment to the new building.

7. Old Business

There was no old business to discuss.

8. New Business

Mr. Gilmore stated that after the last BOG meeting, he and Ms. Boyd met with Dr. Olshinsky to review employment agreement and commitments made by the Board to the President. There does not appear to be any problems. The employment agreement needs to be evaluated by the Board 60 days prior to the contract expiration date of June 30th. Mr. Gilmore suggested this be put on the agenda for future meetings.

Dr. Olshinsky reported he instructed Human Resources to randomly distribute an internal evaluation on himself. This evaluation was distributed this week and will be done anonymously. It follows the same format as the evaluation form for administrators.

9. Adjourn

With no further business to discuss, **Mr. Klempa made a motion to adjourn. Mr. Danford seconded the motion. Motion carried.** The next meeting is scheduled for Thursday, March 23, 2006 at 5:00 p.m. in the President's Board Room.

Minutes respectfully submitted by,

Cindy L. Ritchie
Administrative Secretary - Senior

Minutes approved by,

Anne-Dieckmann Harman
Board of Governors Secretary