

**OFFICIAL MINUTES  
BOARD OF GOVERNORS MEETING  
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE  
Thursday, February 28, 2008 – 5:00 p.m.  
B&O Board Room – Room 116**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, February 28, 2008 in the B&O Board Room on the Wheeling Campus.

**1. Call to Order**

Ms. Boyd convened the meeting at 5:05 p.m. (Meeting was taped in the absence of Ms. Dudash.)

**2. Introductions**

Don Chamberlain, Director, Student Union Activities, introduced Miranda Postle, new student representative on the Board of Governors and Shannon Payton, Program Director, Student Activities, Wheeling Campus.

**3. Student Activities Report**

Mr. Chamberlain reported that, for the second year in a row, Northern received the President's Higher Education Community Service Honor Roll Award for its exemplary service efforts and service to disadvantaged youth. He also informed the Board of the National and community activities in which students participate. Projects completed by Northern students in the past academic year include: Military Mail Call (Northern provided 20,001 letters to military personnel), the St. Baldrick's fundraiser which targets childhood cancer awareness, and health awareness and research (i.e. Have a Heart Month). Other activities in which Northern students are involved include the United Way, the Billy Mills Foundation, Breast Cancer Awareness, Easter Seals Telethon and Relay for Life.

**4. Roll Call**

Roll call was taken by Ms. Boyd in the absence of Ms. Dudash. Members in attendance were: John Clarke, Joe Craycraft, Tamara Pettit Cronin (phone), Tom Danford, William Hought, Miranda Postle and Zac Wycherley. Excused: Dr. Darrell Cummings, Mary K. Hervey DeGarmo, Joseph W. Freeland, and Anne Dieckmann Harman.

Guests included: Dr. Martin Olshinsky, President; Larry Bandi, CFO and Vice President of Administrative Services; Emily Fisher, Executive to the President for Development; and Mike Koon, Vice President/Dean, Economic and Workforce Development; and Dr. Vicki Riley, Vice President Academic Affairs.

**5. Board Chair Report**

There were no hearings or petitions.

**6. Approval of Minutes (January 24, 2008)**

Mr. Danford suggested the following changes to the minutes of the January 24, 2008 meeting: (1) On page two, Item B, Rules for Review, the last sentence is to read: Consensus was that there would be two readings on all rules and that the emergency "procedure for necessary rules will remain in effect" (delete the words: readings will be done on rules when necessary); (2) on page three, Item D, Distribution of Final Higher Learning Commission Report, the third sentence should read: ....resulted in a favorable evaluation "but" with (delete the word identified) "an" improvement area (delete the "s" on areas) in general education "assessment:" (3) on page 3, Item E,

Middle College, after Stan Hopkins, insert the words "Assistant State Superintendent;" on page 4, Item 8A, under B&O Renovations, at the end of the paragraph change 30 days to "60" days; (4) on page five, Item C, Network Changes, the second paragraph should read ....new unified web "servers;" (delete the word services); a "tape" back-up "program" (delete the word plan) for computers, ... domain "network" (delete the "s" on networks), and ...from any "full-time" computer in the College; and (5) on page 5, Item C, under Demo ePop, the end of the last sentence should read .... when additional "computer" equipment is needed "after school hours." Mr. Danford made a motion to approve the minutes of the January 24, 2008 meeting of the Board of Governors with the corrections as noted. All were in favor of approving the minutes with the corrections noted. A vote for final approval of the minutes will be held at the March 27, 2008 Board meeting.

## 7. President's Report

### A. Leadership West Virginia

Dr. Olshinsky reported that Emily Fisher has been chosen to participate in Leadership West Virginia. This is the first time anyone from Northern has been involved. Ms. Fisher distributed information on Leadership West Virginia and informed the Board that her mission is to build relationships with individuals who may be able to help the College.

### B. Legislative Update

Dr. Olshinsky reported that funding for West Virginia Northern from a bond issue for Community and Technical College Technical Centers is in the range of \$6 million. Options being considered by the College for enhancing technical training in Wheeling are Straub Honda, United Electric and the Welty building.

Another legislative issue is the significant debt for the State of West Virginia due to unfunded accumulated leave when employees retire (this relates to employees hired prior to July 1, 2001). There is an effort to change the language of the rule to require agencies to pay a 2.5% penalty if payment is not made for the accumulated leave. Recently, the legislation has been tweaked to apply only to certain agencies.

Other legislative issues include higher education employees taking courses for free and putting a cap on tuition.

### C. Tuition Increase Proposal

A tuition and fee increase proposal was included in the Board agenda booklet. The schedule is based on a 4.75% increase. However, legislation is looking into removing the cap on tuition, which would allow colleges to raise tuition rates above the threshold to 6.5%. The Board was asked to consider two options regarding a tuition increase: (1) a 4.75% tuition increase (\$3 per credit hour increase/\$82 per credit hour) if the cap is not removed; or (2) a 6.5% tuition increase (\$5 per credit hour increase/\$85 per credit hour) if legislation raises the cap. Dr. Olshinsky stated that the percentage of tuition increase needs to be determined by the Board so that a recommendation can be prepared for the April 4 deadline for the West Virginia Community and Technical College Council.

**Mr. Haught made a motion that the Board move forward to request a tuition/fee increase not to exceed 6.5% (fees being defined as mandatory fees). Mr. Clarke seconded the motion. Motion carried.**

#### **D. Approval and Acceptance of Contingency Funds**

Dr. Olshinsky reported that through the Governor's Office contingency funds from their local economic development assistance grant program from 2005, West Virginia Northern is to receive \$100,000. As part of the process, the Board is required to approve the application process to accept the funds. This money will be used as reimbursement for the telephone system that failed. **Mr. Haught made a motion that the Board authorize the College to submit an application to the West Virginia Development Office for the \$100,000 contingency funds. Mr. Wycherley seconded the motion. Motion carried.**

#### **E. April/May Board Meeting in New Martinsville**

Ms. Dudash will poll Board members by e-mail to determine the preferred month (April or May) and the preferred time for a Board meeting on the New Martinsville Campus.

#### **F. Rules on Second Reading**

The following rules were presented to the Board on second reading: Rule Processing, Program Review Rule, Employee ID Rule and Student ID Rule.

- **Rule Processing Rule:** The Rule Processing Rule governs rulemaking by the Board of Governors and it is applicable to rules for West Virginia Northern Community College. **Mr. Danford made a motion that the Board approve the Rule Processing Rule on second reading. Mr. Haught seconded the motion. Motion carried.** Further discussion ensued relative to equal representation on the Rules Committee. Ms. Boyd requested a second vote by show of hands on the Rule Processing Rule. **Motion carried 5-1 in favor of adopting the Rule Processing Rule. The Rule Processing Rule is now official.**
- **Program Review Rule:** The purpose of the Program Review Rule is that all programs shall be periodically evaluated in a comprehensive review. Program reviews will follow a five year cycle. Mr. Danford reported that faculty approval has preceded the Program Review Rule coming to the Board for the first reading. **Mr. Danford made a motion that the Board accept the Program Review Rule. Mr. Wycherley seconded the motion. Motion carried.** The Program Review Rule is now official.
- **Employee ID Rule:** The purpose of the Employee ID Rule is to develop formal identification for all College employees. After a lengthy discussion on the Employee ID Rule, **the Board concluded that the Rule be referred back to the Rules Committee with the following suggested changes:** (1) In the section reading Purpose, define "College employees" (Does this include adjunct faculty?), (2) In the section reading Rule, define "all employees" (Will adjunct faculty be issued employee ID badges?), (3) In the second paragraph under Rule, note that there are two types of ID cards – metal ID's with name and title but without a photo and ID's with name, title and a photo. (Which ID badge is to be worn at various times?) This is to be

incorporated into the Rule. Therefore, paragraph two under Rule is to read: All College employees are required to display the photo ID card while on College premises and non-picture ID's for external use on College official business or off-campus sites such as clinical sites, internships, volunteer activities, etc., and (4) In the last paragraph of the Rule, delete the words "to College officials" that come just before the words "upon request."

- **Student ID Rule:** The purpose of the Student ID Rule is to provide formal identification for all College students. **Mr. Danford made a motion that the Board accept the Student ID Rule as presented. Mr. Wycherley seconded the motion. Motion carried.**

#### G. President's Activities

Some of the highlights of Dr. Olshinsky's activities for the month of February include:

- Met with Scott Miller, new President of Bethany College, to discuss ways to partner
- Met with Assistant State Superintendent, Stan Hopkins; Sam Cippaletti from Verizon; and Delegate Scott Varner to discuss ways to obtain State funding for Middle College sustainability
- Met with Governor Manchin along with other community college presidents to discuss the future of the colleges and the need to expand capacity in technical training

#### 8. Administrative Staff Reports

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

- **Interim Financial Statements – Second Quarter – Dec. 31, 2007 and 2006**  
Mr. Bandi reviewed the interim financial statement for the second quarter, December 31, 2007 and 2006. He reported that the College will be able to stay within the budget for the remainder of the year; due to table gaming, there will be excess revenue over expenses this year. The College is financially sound, meeting the State recommendation of six months appropriations in reserve.
- **B&O Renovations**  
Phase II of the B&O building renovations will begin the week of March 10.

##### B. VP/Dean of Economic/Workforce Development – Mike Koon

Mr. Koon distributed information on workforce development enrollment for the first half of this year with table gaming included in the figures. Due to table gaming, enrollment in workforce development in the first half of this year is almost equal to the entire last year.

A new series on Community Preparedness will be presented on all three campuses. The series is made possible through a grant received by the College from the University of Pittsburgh Medical Center and the Pennsylvania National Guard Community Preparedness Schoolhouse Project which is the granting agency. Once table gaming is no longer a part of the College's curriculum, Northern will move forward in workforce development through technical programs (i.e. Whirlpool and Bayer) and fiber optics.

### C. Dean, Enrollments Management

- **Spring Census Report**

In the absence of Janet Fike, Dr. Olshinsky gave the Census Enrollment Comparison Report for Spring 2008 to Spring 2007. Several variables that impacted the report are that the College imposed tighter controls on standards of academic progress (both regular institutional academic progress and financial aid standards of progress) and for students who were on academic progress limitations, these students were restricted to a maximum of 12 credit hours.

NOTE: Tuition revenues are not affected by any credit hours a student registers for over 12 credit hours a semester, only course fees are charged if applicable. The 12 credit hour charge rule is a state policy.

### D. Executive to the President for Development – Emily Fisher

- **Annual Appeal**

Ms. Fisher reported that the Development Program has raised \$400,000 since its inception in July 2006. A breakdown of those dollars was given.

An annual appeal package will go out in March to approximately 6,000 people. Board members may submit names of any businesses or individuals they think may be interested in giving to Ms. Fisher at [efisher@wvnc.edu](mailto:efisher@wvnc.edu). Northern is working with RED (Regional Economic Development) to include information in the mailing which focuses on jobs that are available in the area.

- **Foundation**

Ms. Fisher reported that the Foundation Board will be selecting new members. Anyone having names of individuals whom they think would be interested in serving on the Foundation should submit that information to Ms. Fisher at [efisher@wvnc.edu](mailto:efisher@wvnc.edu). A discussion will be held at a later date on having members of the Board of Governors serve on the Foundation Board.

- **Middle College High School**

Although the Benedum Foundation has not yet met regarding a commitment to fund the Middle College High School, the prospect appears positive. A second foundation that the College has contacted expressed interest in making a \$100,000 commitment. They, too, have not yet met to make a final determination. The J.P. Morgan Chase grant that was submitted by the College for \$50,000 was declined. Mr. Haught offered to assist Mr. Bandi in making additional contacts at J.P. Morgan Chase. Dr. Olshinsky and Ms. Fisher plan to meet with First Lady Gayle Manchin relative to the Middle College.

- **Save A Life Program**

Student Services is involved in hosting 500 high school juniors and seniors for an Alcohol Awareness Program on the Wheeling Campus. The National Save A Life Tour is scheduled for April 29. The College has received nearly \$5,000 in funding for that program. At the conclusion of the Save A Life program, the Wheeling Police Department will do a program and testimonials will be given by Northern students as to why West Virginia Northern was a good choice for them. Northern's testimonial video will also be shown.

**9. Old Business**

• **Emergency Rule on Sexual Assault**

Mr. Wycherley reminded the Board of the revised Sexual Assault Rule that was approved by the Board on October 25, 2007. He stated that after 90 days the rule is invalid and it has to go through the normal process. As an emergency rule, it must go through a second reading, but once it is adopted it has to go through the normal process. Therefore, the Rules Committee will meet immediately to get the Rule through.

**10. New Business**

There was no new business.

**11. Hazel-Atlas Building**

Dr. Olshinsky reported that individuals from Mt. DeChantal Visitation Academy made two visits to look at the Hazel-Atlas building and they appeared to be impressed with the building. They have gone to the State to seek funding. In addition, there was a call from a realtor, Tom Carpenter from Prudential Real Estate, who is representing a potential buyer. The College was given a verbal offer of \$400,000, but is unable to take that offer at this time.

Mr. Bandi stated that the College is getting an appraisal on the Hazel-Atlas property which will be available for the next Board meeting. There was discussion about obtaining two more appraisals which will make a total of four appraisals. If the Board accepts the two lowest appraisals, the College would be permitted to accept the median between the two for the property.

**12. Adjournment/Next Meeting**

Mr. Haught made a motion to adjourn the meeting at 8:20 p.m. Mr. Danford seconded the motion. Motion carried. The next Board meeting is scheduled for Thursday, March 27, 2008 in the B&O Board Room on the Wheeling Campus.

Minutes respectfully submitted by,

Minutes approved by,

Linda K. Dudash  
Executive Secretary to the President

Anne Dieckmann-Harman  
Board of Governors Secretary