

OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, April 28, 2011 – 5:00 p.m.
B&O Board Room

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, April 28, 2011 in the B&O Board Room on the Wheeling Campus.

1. Call to Order

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

2. Roll Call

Roll call was taken by Linda Dudash. Members in attendance were: Rita Berry, Conner Boyd, Dr. Darrell Cummings, Mary K. DeGarmo, Gus Monezis, Fred Renzella, Kyrie Straight and Zac Wycherley. By Phone: Anne Dieckmann Harman. Excused: John Clarke, Joe Craycraft and Bill Haught.

Guests included: Dr. Martin Olshinsky, President; Janet Fike, Vice President, Student Services; Emily Fisher/CFRE, Executive to the President for Development; Steve Lippiello, Chief Financial Officer/Vice President of Administrative Services; Sue Pelley, Dean of Information Technology; Dr. Vicki Riley, Vice President, Academic Affairs. Others: Shannon Payton, Director, Student Union Activities; Candice Stadler, Wheeling Counselor I; Mary Mueller, student; and Sigourney Tabor, student.

3. Student Presentation

Shannon Payton, Director of Student Union Activities, along with Candice Stadler, Wheeling Counselor I; Kyrie Straight, student representative on the Board of Governors; Mary Mueller, WVNCC student; and Sigourney Tabor, WVNCC student, gave a presentation that included information on student leadership (when students attended Higher Education Day), composition of student government, responsibilities of student government members, composition of the student government executive board, student activities and social media, annual community engagement activities, co-curricular activities in which students are involved, and information regarding the Advisory Council of Students. Ms. Mueller presented on the students' role regarding the Campus Compact as well as various ways in which students are engaged in community service. Ms. Straight presented on what CAB (Campus Activities Board) means to the students.

Ms. Payton informed the Board of the following upcoming events: alcohol awareness; Booze, Cruise, You Lose mock trial on April 29; Cinco de Mayo in May; a riverboat cruise on May 14; and Kids on Campus, June 6-10. A student leadership conference will be held May 16-18 at Jackson's Mills.

Ms. Boyd recognized Student Activities for going the extra mile after classes to plan and participate in various College events.

4. Approval of Minutes – Meeting of March 24, 2011

Mr. Wycherley made a motion to accept the minutes of the meeting of March 24, 2011 as presented. Mr. Monezis seconded the motion. Motion carried.

5. Board Chair Report

- **Hearings and Petitions**

There were no hearings or petitions.

6. President's Report

A. Mission and Vision Statements and Strategic Plan 2011-2016 (Action)

New Mission and Vision Statements and a new Strategic Plan for 2011-2016 were presented to the Board for review and action. **Dr. Cummings made a motion to accept the Mission and Vision Statements as presented as well as the Strategic Plan for 2011-2016. Mr. Monezis seconded the motion. Motion carried.**

Dr. Olshinsky reported the College has achieved most of its goals from the last five years. A report will be presented to the Board at the May 26, 2011 meeting on the status of the goals. An executive summary sheet for WVNCC's Strategic Plan for 2011-2016, an executive summary sheet of goals and objectives for 2011- 2016 and goals one through five of the Strategic Plan were included in the Board agenda booklet. The Strategic Plan booklet for 2006-2010 was distributed to the Board for comparison to the 2011-2016 goals.

B. Commencement

Commencement will be held on Friday, May 13 at the WesBanco Arena beginning at 7 p.m. Ms. Harman has agreed to confer degrees at the event. Ms. Harman and Ms. Boyd will be recognized at commencement.

C. Proposed Salary Package 2011-2012 (Action)

A proposed salary package for 2011-2012 was distributed to the Board for review. The proposed salary package read as follows:

- Eligible faculty will receive promotion raises according to statute
- Classified staff under 15 years will move one step on the Mercer Scale
- Classified staff with 15 plus years will receive a 4% increase
- Administrative personnel will receive a 4% increase

- Faculty will have \$1,000 added to the base and one step on the established scale
- Merit raises will be issued based on eligible faculty meeting set criteria with a limit of \$7,016

No individual will receive a salary increase if their annual evaluation is unsatisfactory, unless restricted by statute. All raises will be initiated with the July 1, 2011 pay cycle to be revised to include all employees.

Dr. Cummings made a motion to accept the salary package for 2011-2012 as presented (see above), but to delete the first sentence in the paragraph (No individual will receive a salary increase if their annual evaluation is unsatisfactory, unless restricted by statute). Mr. Wycherley seconded the motion. Motion carried.

All staff will get to keep the one-year enhancement they received in 2011 in addition to the salary package for 2011-2012 approved by the Board this evening.

Dr. Olshinsky stated the College will come back to the Board with a separate motion on the salary schedule that will state *employees not performing their job will not receive salary increases*.

Discussion ensued regarding informing employees in advance if their evaluations are based on performance. A recommendation was made relative to the Board adopting a policy to this effect.

Mr. Wycherley suggested that Classified Staff Council and Faculty Assembly be informed of the evaluation procedure.

Dr. Olshinsky stated the College will ask legislators to work to get institutions funding for salary increases.

D. Report from WV Community and Technical College Council Meeting

Dr. Olshinsky reported the WV Community and Technical College Council approved West Virginia Northern's tuition increase at the meeting of April 14, 2011.

E. Personnel Changes

Dr. Olshinsky informed the Board Steve Woodburn, Wheeling campus dean, has accepted a position in North Carolina and he will be leaving the College on May 3, 2011. It was decided the College will not replace the Wheeling campus dean's position.

Dollars from the Wheeling campus dean's position will be used to help with retention as well as daytime security on the Wheeling campus.

Weirton campus dean, Dr. Jim Bull, will retire on April 29, 2011. A search will be conducted for that position.

Ms. Fike is now Vice President of Student Services.

F. Straub Property Update

Northern's attorney has worked it out so the College can purchase the Straub property; however, there is a hold up with Ohio County over right of first refusal. The next step is to have the State Public Works Board approve the Straub property. Design work is being done by the architect for the Straub property. Northern received the deed to the Straub property today; however, the Public Works Board needs to sign off on the deed.

G. Highlights of Activities for the Month of April 2011

Dr. Olshinsky reported on the following President's activities for the month of April 2011:

- Hosted four Brazilian educators that toured the Wheeling campus. Possible partnerships were discussed.
- Conducted a planning session with superintendents from the three sending districts about the Northern Middle College. Year three of the program will require the districts to take a larger role in the management of the Middle College.
- Involved in the Regional Economic Development study on Wheeling development. WVNCC will have a significant role in the economic enhancement of the city and its business community.

7. Administrative Staff Reports

A. CFO and Vice President of Administrative Services – Steve Lippiello

- **Review and Adoption of FY 2012 Budget (Action)**

Mr. Lippiello gave a report on the proposed FY 2012 budget. He indicated the State budget was not reduced as was previously mentioned to the Board and that the State agreed to adopt a base from the 2009 funding levels.

Mr. Wycherley made a motion to accept the FY 2012 budget as presented. Mr. Monezis seconded the motion. Motion carried.

- **Fees**

The Fee Planning Schedule per semester for academic year 2011-12 was presented to the Board. Fees being proposed to the Board are new fees or ones that have changed for this academic year. The only fee that generates any revenue is the late registration fee, which would increase from \$25 to \$50.

Ms. Berry made a motion to accept the Fee Planning Schedule as presented. Mr. Renzella seconded the motion. Motion carried.

B. Executive Director to the President for Development – Emily Fisher/CFRE

- **Fundraising Report**

Ms. Fisher presented the WVNCC Institutional Advancement/Foundation Office Reports and Comparisons for 2007-2010. The report included total donations from 2007-2010, number of donors 2007-2010, new donors 2007-2010, 2010 donation breakdown by dollars, breakdown of donations by number of donors, Foundation Board member participation 2007-2010, employee participation 2007-2010, Board of Governors member participation 2007-2010, and areas in which funds were distributed.

C. Dean, Information Technology – Sue Pelley

- **Equipment/Usage Updates**

Ms. Pelly informed the Board one of the achievements this year is the way in which students evaluate faculty. This past December, the College engaged CoursEval for use by students in evaluating faculty. Results of surveys are statistically analyzed and are available instantly so faculty can make adjustments to their course work presentations. All full-time classes used this method to survey faculty. In the spring, every course (611 classes) will be evaluated using CoursEval.

IT is looking for a new service provider for the College; however, no single provider is able to provide service for all three campuses. IT will be signing with Comcast as the service provider for the Wheeling and Weirton campuses.

- **Progress on Math Lab**

Ms. Pelley reported the math lab that was funded by a grant will be housed in the Education Center on the Wheeling campus. The first pilot program will be in the fall.

D. Dean, Enrollments Management – Janet Fike

- **Summer Enrollment**

Ms. Fike reported College FTE is exceeding the budget.

- **Immunization Report**

The State has done away with immunization requirements.

8. Old Business

There was no old business.

9. New Business

Ms. Boyd informed the Board she will resign her seat on the Board at the end of the May 26 Board of Governors meeting.

10. Adjournment/Next Meeting

Ms. Harman made a motion to adjourn the Board meeting at 7:05 p.m. Ms. Berry seconded the motion. Motion carried. The next Board meeting is scheduled for Thursday, May 26, 2011 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