

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE**

**Thursday, April 26, 2007 - 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 26, 2007 in the B&O Board Room on Wheeling campus.

1. Call to Order

Ms. Boyd convened the meeting at 5:10 p.m.

2. Roll Call

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

Other guests included: Dr. Martin Olshinsky, President; Larry Bandi, CFO and Vice President, Administrative Services; Robert DeFrancis, Dean, Community Relations and Institutional Advancement; Janet Fike, Dean, Enrollments Management; Joe Remias, faculty; Becky Yesenczki, President, Classified Staff Council; Lucy Kefauver, classified staff; Willa Knollinger, classified staff; and Melissa Maher, student.

3. Presentation to Student

Dr. Olshinsky presented a certificate to Melissa Maher, PTK New Century Scholar for 2007. Melissa was also named to the Third Team of the All-USA Academic Team.

4. Classified Staff Presentation

Ms. Yesenczki gave a presentation on behalf of Classified Staff Council.

5. Approval of Minutes of March 22, 2007

Mr. Danford made a motion to accept the minutes of the March 22 meeting as distributed. Mr. Freeland seconded the motion. Motion carried.

6. Board Chair Report

A. Hearings and Petitions

There were no hearings or petitions.

7. President's Report

A. Vice President for Academic Affairs Update

Dr. Olshinsky reported that an offer was extended for the position of the VPAA. Initially, the person accepted the offer, but then changed their mind. The College will re-post the position.

Sherry Becker-Gorby has been hired on a temporary basis to assist Mr. Koon with assessment relative to the upcoming Higher Learning Commission visit in November.

Mr. Koon will continue as Interim VPAA with assistance from Wheeling Campus Dean Steve Woodburn until the position is filled.

B. Legislative Issues and Follow Up

Governor Manchin held a meeting with the Secretary of Health and Human Services, state and federal officials, and educators on Wheeling campus on April 26. Topics addressed were how to respond to security threats on college campuses and appropriate security measures. The Civil War Memorial was discussed with the Governor's press secretary. To view the National Civil War Memorial web site, go to www.nationalcivilwarmemorial.com.

Dr. Olshinsky, Mr. Bandi and Emily Fisher will meet with Congressman Mollohan in Washington, D.C. on May 9. Others they will meet with are: Congresswoman Capito, Senator Rockefeller, Senator Byrd's liaison personnel.

C. Activities for the Month of April

- Met with faculty committee on pay and agreed on a way to maintain equity within pay scales. (Classified and non-classified staff will receive increases from money that was appropriated to the College; however, it is \$31,000 short of the amount needed.)
- Provided guidance for Red Square (IT consultants) to ensure a thorough report on the College's infrastructure. A final report will be submitted by Red Square on May 8. This will be the beginning of the IT revisions.
- Counseled WVNET about the College's needs and explored ways to expand the existing relationship
- Escorted superintendents from Ohio, Hancock and Marshall counties to a middle college in Pennsylvania. There is a possibility of starting a middle college at Northern,

D. Other

Information was distributed relative to institutional compact ratings. Northern was the only college to have an excellent rating for working toward the College's compact goals.

Dr. Olshinsky received and distributed a letter from Chancellor Skidmore approving a tuition increase to \$82 per credit hour for West Virginia Northern for FY 2008.

Information was distributed on changes in higher education finances.

8. Administrative Staff Reports

A. CFO and Vice President of Administrative Services

- Update on Renovations to the B&O Building

Mr. Bandi met with McKinley and Associates regarding a cost analysis for renovations to the B&O building. Multiple quotes will be ready for review by the Board in June.

- First Reading of 2008 Budget

Mr. Bandi presented the FY 2008 budget to the Board on first reading. The budget includes employee pay raises, annual increment money and dollars for two new faculty positions – one Culinary Arts instructor and a Biology instructor on the New Martinsville campus. The second reading of the FY08 budget will be presented to the Board for approval in May.

Cleaning services have been put out to bid.

A freeze of \$60,000 has been put on technology remaining capital spending in the current budget. Emily Fisher, Executive Director of Institutional Advancement, informed the President that there are funds for IT expenses available through grants. A full IT report will be presented to the Board in May.

B. Dean, Community Relations and Institutional Advancement

- Commencement

Commencement is scheduled for Friday, May 11. Miranda Stokes will be the student singer at the event.

- New College Web Site

James Communications will meet with Mr. DeFrancis the week of April 30, 2007 to select pictures for the College's new web site.

- Foundation

A Foundation retreat is scheduled for June 20. Consultant Kathleen DuBois, will speak at the retreat. Emily Fisher received money to cover expenses. A discussion will be held relative to having a Board of Governors member on the Foundation Board. Dr. Olshinsky will make contacts to determine if there is interest from any Board of Governors member.

- Outreach

On May 17-19, the Preservation Alliance Convention will hold numerous activities at the College.

West Virginia Northern was chosen to receive an award at the annual Friends of the College Preservation Dinner on May 23 for its adaptation of the former Wheeling Wholesale Grocery Warehouse. The College will be honored in the category "Adaptive Reuse."

C. Vice President and Dean, Economic/Workforce Development and Interim Vice President, Academic Affairs Report

- Program Reviews

-- Refrigeration, Air Conditioning and Heating (AAS); Industrial Maintenance (Certificate); Appliance Repair (Certificate)

Dr. Olshinsky informed the Board on how Program Reviews work. The obligation of the Board is to look over the programs and determine if they are satisfactory enough to continue.

Joe Remias, program coordinator for Refrigeration, Air Conditioning and Heating (AAS); Industrial Maintenance (Certificate); Appliance Repair (Certificate) spoke to the Board about the programs' viability stating that retention and graduates are up and all three programs are doing excellent.

Mr. Danford made a motion that the Board approves program reviews for the above-mentioned programs and indicated Board support of all three programs. Mr. Wycherley seconded the motion. Motion carried.

Backup location for the Refrigeration program will be in Wheeling Park High School should the Hazel-Atlas building be sold.

-- Nursing and Respiratory Care

Both the Nursing and Respiratory Care programs have been validated and they have received outside accreditation.

Mr. Danford made a motion that the Board approves program reviews for the Nursing and Respiratory Care programs. Mr. Wycherley seconded the motion. Motion carried.

Dr. Olshinsky suggested that documents be available on-line with an executive summary for future program reviews.

D. Dean, Enrollments Management

- End of Semester Report

Ms. Fike gave an enrollments report. The College has exceeded 2,000 FTE this year.

Mr. Bandi commended Ms. Fike for uncovering that the College has not been billing for community and continuing ed and was not collecting revenue which amounts to approximately \$3,000 per semester.

9. Old Business

There was no old business.

10. New Business

Ms. Boyd reported that Mr. DeFrancis recently received the Kathy Fortunato Award through the Wheeling Chamber of Commerce.

West Virginia Northern's Emergency Plan is in place. A fire drill has been scheduled in the Education Center. Dr. Olshinsky met with classified staff about the role of employees when an incident happens. Under consideration by the College is not permitting the public to come and go in the institution unless they are a student or employee of the College.

Student Senate elections were held last week. Anne Klemm, student on the New Martinsville campus, has been elected as the student representative to the Board of Governors and will attend the May Board meeting.

11. Executive Session

Mr. Danford made a motion that the Board go into Executive Session at 7:00 p.m. to discuss legal matters. Mr. Freeland seconded the motion. Motion carried. The Board came out of Executive Session at 7:34 p.m.

12. Adjournment/Next Meeting

The meeting adjourned at 7:34 p.m. on a motion from Dr. Cummings. The next Board of Governors meeting will be held on May 24, 2007 at 5:45 p.m. on the Weirton campus.

Minutes respectfully submitted by,

Minutes approved by,

Linda K. Dudash
Executive Secretary to the President

Anne Dieckmann-Harman
Board of Governors Secretary