

OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, May 24, 2007 – 6:00 p.m.
Weirton Campus – Room 241

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, May 24, 2007 in Room 241 on the Weirton campus.

1. Call to Order

In the absence of Ms. Boyd, Ms. Harman convened the meeting at 6:00 p.m.

2. Roll Call

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

Other guests included: Dr. Martin Olshinsky, President; Larry Bandi, CFO and Vice President, Administrative Services; Dr. Jim Bull, Dean, Weirton campus; Robert DeFrancis, Dean, Community Relations; Janet Fike, Dean, Enrollments Management; Mike Koon, Vice President and Dean, Economic and Workforce Development and Interim Vice President for Academic Affairs.

3. Board Chair Report

There were no hearings or petitions.

4. Approval of Minutes (April 26, 2007)

Mr. Danford suggested a change to the draft minutes of April 26, 2007 on page three under item D in the second paragraph – the word *of* should be changed to the word *to*. **Mr. Danford made a motion to accept the minutes of the April 26, 2007 meeting with the suggested change. Mr. Gilmore seconded the motion. Motion carried.**

5. President's Report

A. IT Report

Dr. Olshinsky reviewed the executive summary submitted by Red Square relative to the WVNCC IT infrastructure. The full report is posted on the College web site. President Olshinsky reviewed the eight IT projects to be implemented in the next 100 days.

Due to Dr. John Jones departure, Sue Pelley has been named Interim Dean of Computer Information and Communications Technology. Ms. Pelley is charged with carrying out IT projects during the next six months. The Board was informed of new reporting lines in the Institutional Technologies and Institutional Research departments.

Mr. Bandi and Ms. Pelley will establish an IT baseline and begin to develop a three-year plan. Money for the immediate eight projects is coming from the current IT operating budget. Emily Fisher and Dr. Olshinsky will be looking into grants to fund future projects.

Red Square will manage the College's IT system along with existing staff. Included in the contract with Red Square is 100 hours of professional development activities for staff.

B. Colaianni Construction

Colaianni Construction has pressed forward trying to win the case against the College relative to problems in the Education Center. Their motion for judgment was not granted at this time. There is a possibility the College may be able to enter into negotiations with Colaianni to remedy the situation. An 11 month punch list for the EC has been reviewed and Colaianni has come back to take care of problems, agreeing to pay costs for outside contractors where the need arises.

C. Activities for the Month of April

- Met with Robin Capehart, President-elect for West Liberty State College, to discuss partnering in programming and other projects
- Met with Tri-College Consortium to discuss joint marketing, retention and reciprocity
- Traveled to Washington, D.C. to meet with Congressman Mollohan, Congresswoman Capito and her liaison, Senator Byrd's liaison and Jay Rockefeller and his assistant. The effort was the beginning of a relationship-building initiative. Congressman Mollohan has put some effort into getting dollars for WVNCC.
- Received award at Wheeling Friends dinner on May 23 for the best *Adaptive Reuse of Building* for WVNCC's Education Center

D. State Appropriations per Student

A chart on State appropriations per student, showing West Virginia Northern in relation to other two-year as well as four-year colleges was included in the Board agenda booklet and reviewed by the President.

6. Administrative Staff Reports

A. CFO and Vice President of Administrative Services

- **Reaffirmation of Title Transfer of All Properties into Board of Governors Name**

No prior Board minutes reflect authorization that College properties be put in the Board of Governors' name. Therefore, **Mr. Danford made a motion to**

ratify action that the Board of Governors request that College properties be put in the Board of Governors' name. Mr. Gilmore seconded the motion. Motion carried.

- **B&O Renovation Update**

McKinley and Associates has been hired to do architectural work in the B&O building. Bids for the B&O renovation will go out within the next two weeks. Numbers will be presented to the Board at the June meeting.

- **Second Reading of 2008 Budget**

Mr. Bandi presented the FY 2008 budget to the Board on second reading. No changes have been made to the budget since the first reading by the Board at the April 26, 2007 meeting. 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. **Dr. Cummings made a motion that the Board approve the FY 2008 budget on second reading. Mr. Danford seconded the motion. Motion carried.**

McKeen came in as the low bidder for janitorial services. Mr. Bandi will meet with them next week.

- **Approval of Employee Salary Increases**

There was discussion of faculty, staff and administrative salaries in the FY 2008 budget which was approved. A letter was prepared for the State Budget Office relative to the approved pay increases.

- **Financials for Quarter Ending March 31**

Mr. Bandi gave the financial report for the quarter ending March 31 stating the College has continued in positive growth since March 2003.

Mr. Wycherley made a motion that the Board accept the first quarter financials as presented by Mr. Bandi. Mr. Danford seconded the motion. Motion carried.

B. Dean, Community Relations and Institutional Advancement

- **Commencement**

Mr. DeFrancis reported that the Commencement Committee received positive comments on the day change of commencement from Mother's Day Sunday

to Friday, May 11. A wrap up meeting on the ceremony is scheduled for May 30. In the future, efforts will be made to make the commencement ceremony more faculty-oriented.

- **New College Web Site**

James Communications is close to having the new College web site up and running by next month. The hold up is the virtual tour for the web site.

C. Academic Affairs Report

- **Assessment Update/Higher Learning Commission Visit**

Mr. Koon reported that the Higher Learning Commission will be on campus for a focus visit on November 12-13, 2007. An assessment coordinator, Sherry Becker-Gorby, has been hired to assist in the preparation for the visit. Mr. Koon reported on the progress being made in preparation of the HLC visit. The focus visit report is due the second week of September. A draft report will be made available to the Board in August.

West Virginia Northern is the only college in the State that received an excellent rating this year relative to institutional performance indicators. In addition, the institution developed a Strategic Plan in which operational objectives are tied to the goals. Support by administration and the Board is a clear indicator the Board had assessment on the agenda for the past three years. Several challenges the College faces with the upcoming HLC visit are: (1) assessment relative to General Education, (2) feedback loops, which are in place, however, time restraints have limited getting concrete results, (3) involvement of students on the Assessment Committee, (4) need to increase standards and benchmarks (the College is working on this), and (5) involvement of part-time faculty.

D. Workforce Report

- **CertainTeed**

West Virginia Northern has partnered with CertainTeed, a new company in the area that will be developing wall board, by doing pre-employment testing for them and providing space for them to conduct interviews. The College is assisting the company in starting their operations by developing mechanical and electrical tests for them to administer. Northern will receive Compact credits for testing done with CertainTeed.

- **Table Gaming**

Mr. Koon reported that if the table gaming referendum passes, the College will need to train a total of 1,000 individuals for Wheeling Island and

Mountaineer Racetrack and Gaming Centers. Mr. Koon and Chancellor Skidmore met with the Lottery Commission this week to apprise them of what is happening relative to training needs. A Memorandum of Understanding is being drafted which will list the three community colleges that will provide training: West Virginia Northern Community College, West Virginia State and Blue Ridge Community and Technical College. Northern will receive credit for table gaming training.

E. Dean, Enrollments Management

- **End of Spring Report**

Ms. Fike distributed information and gave a report on spring enrollment.

- **Financial Aid Information for 2006-2007**

Ms. Fike distributed information and gave a report on financial aid for the past four years.

A profile of Weirton campus student characteristics for fall 2006 was distributed. The metro rate for Columbiana County was added to the report.

- **Admissions**

Ms. Fike reported that the Admissions Office is contacting new students who are not registered every week through August regarding testing and registration.

F. Safety Review

Dr. Olshinsky reported that the College does have a Safety Plan and a College committee is enhancing the plan. Each campus will conduct drills every semester. More details will be available at the next Board meeting.

7. Old Business

There was no old business.

8. New Business

There was no new business.

9. Executive Session

Mr. Danford made a motion that the Board go into Executive Session at 7:20 p.m. to discuss personnel and real estate matters. Mr. Gilmore seconded the motion. Motion carried. On a motion by Mr. Freeland which was seconded by

Mr. Gilmore, the Board came out of Executive Session at 7:53 p.m.

Results of the executive session are as follows:

(1) Real Estate - Termination on Sale of Hazel-Atlas Building

Mr. Wycherley made a motion that the Board of Governors authorize WVNCC administration to go forward in putting together a resolution of interest to buy the Hazel-Atlas building and to work on whatever language is necessary for the contract. Mr. Danford seconded the motion. Motion carried.

(2) Personnel – Salary of Dr. Olshinsky

Mr. Gilmore made a motion that the Board increase the salary of Dr. Olshinsky by \$4,471 for the next year. Ms. Harman seconded the motion. Motion carried.

There was discussion to have further discussion on Goal 4 of Dr. Olshinsky's Suggested Goals for 2007-2008 related to classified staff relative to ways to evaluate different pay grades over a period of time. The discussion was that the Board will discuss with Dr. Olshinsky ways to work some other things under Goal 4 for further clarification. The Board decided to wait until the return of Conner Boyd, Board Chair, before discussing this item with Dr. Olshinsky.

10. Weirton Campus Tour

The Board was given a brief tour of the Weirton campus.

11. Adjournment/Next Meeting

The meeting adjourned at 7:55 p.m. on a motion from Mr. Gilmore; seconded by Mr. Danford. Motion carried. The next Board of Governors meeting will be held on June 28, 2007 on the New Martinsville campus. There will be no meeting of the Board in July.

Minutes respectfully submitted by,

Minutes approved by,

Linda K. Dudash
Executive Secretary to the President

Anne Dieckmann-Harman
Board of Governors Secretary