

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

**Thursday, August 25, 2005 -- 5:00 P.M.  
B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, August 25, 2005 in the B&O Board Room.

**1. Call to Order**

Mr. Robertson convened the meeting at 5:05 p.m.

Mr. Robertson complimented Dr. Olshinsky for getting Board agenda booklets mailed in sufficient time for members to review and come to the meeting prepared. Dr. Olshinsky stated that in the future more routine information will be provided in the appendix. Chair Robertson stated Board members need not be concerned about protocol if they have concerns--they may go directly to Dr. Olshinsky; there is no need to contact Mr. Robertson beforehand.

Chair Robertson presented Mr. Jones with a gavel for his service as Chair of the Board of Governors from 2003-2005.

Chair Robertson reported that Charmaine Carney was sworn in as an official member of the Board by Judge Recht.

**2. Roll Call**

Roll call was taken by Linda Dudash. Members in attendance were: Conner Boyd, Charmaine Carney, Tom Danford, Frank E. Gilmore, Anne Dieckmann Harman, W. Keith Jones, Danny Kaser, David Robertson and Zac Wycherley. Excused: Dr. Darrell Cummings and Orphy Klempa. Also in attendance (by phone) was Garnet Persinger.

Other guests included: Larry Bandi, Dean, Business/Financial Affairs; Robert DeFrancis, Dean, Community and Public Relations; Janet Fike, Dean, Enrollments Management; Dr. Barry Good, Dean, Academic Affairs, Dr. John Jones, Dean, Computer and Information Technologies; and Mike Koon, Vice-President/Dean, Economic and Workforce Development.

**3. Approval of Minutes (June 23, 2005)**

**A. Minutes of June 23, 2005**

**Ms. Harman made a motion to accept the minutes of June 23, 2005 as presented.**  
**Ms. Boyd seconded the motion. Motion carried.**

#### 4. Board Chair Report

##### A. Chair Report

No report was given.

##### B. Hearings and Petitions

There were no hearings or petitions.

##### C. Board Officers

Chair Robertson asked that the person elected to the position of Vice Chair be actively involved with Dr. Olshinsky in preparing the Board agenda. The Vice Chair should be prepared to step into the role of Chair when Mr. Robertson's term concludes in 2007.

**Mr. Danford nominated Ms. Boyd for the Vice Chair position. Mr. Gilmore made a motion to accept the nomination of Ms. Boyd for the Vice Chair position. Ms. Harman seconded the motion. Motion carried.**

**Mr. Gilmore made a motion to nominate Ms. Harman as Secretary of the Board. Mr. Kaser seconded the motion. Motion carried.**

#### 5. President's Report

Dr. Olshinsky gave a report on his activities since his arrival on August 1.

Accomplishments/activities are as follows:

- Met with classified staff, faculty, adjunct faculty, students and administration
- Submitted three concept papers to the Benedum Foundation - E-Learning, College readiness of secondary students, and web-based modularization of technology
- Met with Dr. Owens of WLSC
- Attended WV Statewide Technology Conference and WVNET Board
- Visited all campuses and meeting with staff
- Held interview with *Weirton Daily Times* to discuss position and vision
- Met with Civil War Memorial Committee
- Held conversations with Chancellor Skidmore and Vice Chancellor Taylor regarding peer equity and tuition payment for all credits
- Arranged meeting with Northern Panhandle Legislators for August 31
- Corresponded with Chancellor Skidmore about Board membership approval

Mr. Robertson commended Dr. Olshinsky on his accomplishments since his arrival.

Dr. Olshinsky stated that Chancellor Skidmore and Vice-Chancellor Dennis Taylor will attend the September 22 Board meeting to speak on how they plan to address issues of new strategy on peer equity.

## **6. Administrative Staff Reports**

### **A. Dean of Business, Finance, Facilities Report**

#### **1. Verizon**

Dr. Jones gave background on the Verizon issue. West Virginia Northern continues to refute claims by Verizon and has requested answers as to why Northern was not provided "due process" and given notice of the Court of Claims Process.

Discussion continued regarding the Verizon issue and the need to obtain outside counsel. Mr. Robertson suggested contacting others who are in the same situation and hiring one attorney. Dr. Olshinsky stated he would follow-up on the issue on Friday. Chair Robertson suggested the Board submit a statement to the West Virginia Council for Community and Technical College Education on what is happening. He stated the Board would like an explanation from Bruce Walker (General Counsel) as to how the College's interests were addressed or why they were not. Chair Robertson will make calls to Charleston attorneys and submit several names to the College of those Northern may wish to consider hiring as counsel.

#### **2. Quarterly Financial Report**

Mr. Bandi gave the quarterly financial report. Dean Bandi stated the full audit will be complete in September. Auditors will be asked to make a presentation at the October Board meeting.

Mr. Bandi distributed an engagement letter from Costanzo and Associates relative to the College audit for FY 2005 for Board approval. He explained the College was under State contract for Deloitte and Touche who sub-contracted with Costanzo and Associates for the audits. WV Northern petitioned because of the high rate being paid by WV Council on Community and Technical College for audits and was given permission to have Costanzo and Associates do the audit. **Mr. Danford made a motion that the Board authorize the Board Secretary to execute the engagement**

**letter from Costanzo and Associates. Ms. Boyd seconded the motion. Motion carried.**

Mr. Bandi stated it was the College's intention, subject to the Board's ratification, that WV Northern not participate in the new State bid process. The Board was asked to change out the auditor every three to four years.

### **3. Facilities Update on Construction**

Mr. Bandi gave an update on the progress of College Square.

A PowerPoint presentation was given on strategies and visions relative to the Master Plan and work with partnerships in the area.

Completion date for the entire B&O park plaza (plaza only - September 15) and sidewalks is anticipated for October 1, 2005. The College is looking into Transportation Enhancement Act monies for a sky bridge which would connect the B&O and Annex Buildings. If this money is not received, the sky bridge will not become part of the College Square project.

Delays in steel deliveries have caused the Annex Building to run behind schedule.

West Virginia Northern is considering going to the Court of Claims relative to change orders associated with the Annex Building. Mr. Bandi spoke with the HEPC Purchasing and Facilities Manager and asked that he review the contract. HEPC agrees with the College and architect's position that the adjustment is excessively high.

Mr. Robertson suggested the College interview an attorney for two purposes: the College Square issue and the Verizon issue.

A task force has been formed to work out details with Northwood to turn over the title to the Social Security Building to West Virginia Northern and the Ohio County Public Library. Four conditions were stipulated by Northwood for this transfer: (1) they would receive \$750,000 in compensation, (2) get a bus route re-located to 19<sup>th</sup> Street, (3) there would be a public relations component, and (4) there would be a "hold harmless" agreement.

Mr. Bandi asked the Board's permission to allow the College to negotiate into a lease agreement for the Social Security Building between the Library and the College for \$1

per year for 30 years and to a purchase price of \$1 at the end of that time. Mr. Wycherley made a motion that the Board grant the College permission to enter into a 30 year lease agreement for the Social Security Building for \$1 per year for 30 years and to a purchase price of \$1 at the end of that time. Mr. Danford seconded the motion. Motion carried.

#### **4. Update/Progress on Civil War Memorial**

Mr. Bandi reported the College has acquired a \$23,000 grant for the fundraising of the Civil War Memorial. Sources are still being identified for getting money for a sculpture.

Discussions were held with City Manager Bob Herron and J.D. Miller to enter into a purchase agreement for the Columbia Gas Building. The intent is to purchase the building as part of the Civil War Memorial project.

The College is working with Independence Hall on the Civil War Memorial project. A private individual is interested in the Boury building on the corner of Main Street and 16<sup>th</sup> Street to be renovated to house a retail shop, Civil War artifacts, and Civil War Study Center. It is anticipated that the top two floors would consist of loft apartments.

Discussions were held with individuals from ECS (Electrical Contractors Supply) regarding the sale of the building on 18<sup>th</sup> Street. At this time they are not open to selling the property. The College was looking to make that property a food court.

The owner of the Otte-Heiskell building has agreed to sell the property to the College. Nothing has been firmed up as yet. Plans are to put the Refrigerator/Air Conditioning classes in that building.

### **B. Dean, Economic/Workforce Development**

#### **1. Strategic Agenda**

Dean Koon stated the Strategic Agenda would be tabled pending input from faculty.

#### **2. Results from CCSSE**

Mr. Koon gave a presentation on and shared results of CCSSE (Community College Student Engagement Survey).

### **3. Perkins**

Perkins dollars were re-authorized to WV Northern in the amount of \$402,000. Mr. Koon reported on how the money is being used. Dr. Olshinsky stated the College may need to get support at the Federal level regarding Perkins.

### **4. Title III**

Mr. Koon reported the College is in the fifth year of a five-year Title III Grant. Some of the accomplishments due to the Title III Grant are: faculty use of Web CT in their courses and implementation of various systems in Banner for faculty, staff and students including software training. Dean Koon stated how Title III money would be used during this last year.

Ms. Fike reported that work is being done on a Title III proposal.

## **C. Foundation Report**

### **1. Capital Campaign**

Mr. DeFrancis reported the following donations to the College Campaign: AVI Vending, \$7,500 and the WVNCC Alumni Association, \$500. Bayer Corporation updated a written proposal for \$200,000 indicating WV Northern is on their list to be funded. Thanks went out to Mr. Jones for his efforts in securing this proposal for the College.

### **2. Buy a Brick Campaign**

Dean DeFrancis met with Dr. Fred Lambert to discuss the Buy a Brick Campaign. Regular engraved bricks are \$100 and double-sized bricks for businesses to have their logo engraved are \$300-\$500.

The Special Events Committee is in the planning stages for the Taste of Wheeling's Heritage Dinner which will be held on October 14 in the Terrace Dining Room at the Wheeling Island Racetrack and Gaming Center. Fundraising for the Silent Auction will be for furnishings for the Annex Building.

### **3. Social Justice Initiative Grant**

Mr. DeFrancis reported that the College received a Social Justice Grant in the amount of \$9,000 to fund a Native American program in November 2005 and a Black History program in February 2006.

### **D. Technology Report**

Dr. Jones gave a report on upgrading the Telecom rooms to IP Video, IP Video systems, I-mail Server (Internet mail for students at WVNCC), Technology Enhanced Classrooms and Bandwidth Management System.

### **E. Enrollments Management Report**

Ms. Fike gave an enrollment report (New Martinsville Campus registration is up; Weirton and Wheeling Campus enrollment is slightly down). She stated the College is trying to secure a Title IV Grant in the amount of \$220,000 a year for the TRIO program to develop Educational Opportunity Centers.

### **F. Academic Affairs**

Dr. Good reported on academic assessment and the academic structure. A draft assessment plan was distributed to faculty on August 22. The final plan is to be completed by October 14.

Regarding academic structure, plans are to have the new structure in place by the end of this semester or before.

## **7. Old Business**

There was no old business.

## **8. New Business**

### **A. Changing Board Policies to Rules**

Senate Bill 603 which became effective July 1, 2005 clarified the rule-making process for college Boards of Governors and placed new requirements on the Boards in adopting rules. Under the definition of a "rule" (WV Code 18B-1-6(c)(1)), all of the previously adopted policies of the West Virginia Northern Community College Board of Governors should now be classified as rules.

**Mr. Gilmore made a motion that consistent with SB 603 which became effective July 1, 2005, the WVNCC Board of Governors approves publishing a 30 day notice that it intends to change the title of all previously adopted and approved Policies of the Board from "Policy" to "Rule." Ms. Harman seconded the motion. Motion carried.**

Accordingly, the WVNCC Board of Governors at it's meeting of August 25 voted to publicize its intent to change all current policies to rules at the conclusion of a 30-day comment period. This action will change only the title from "Policy" to "Rule" of all 44 policies currently listed on the College web site. No change will be made within the body of any of the policies. The comment period begins August 30, 2005 and ends September 29, 2005.

A list of all existing rules is to be submitted to the Chancellor by October 1.

Chair Robertson asked that additional information be provided the Board on the changing of "policies" to "rules" at the next meeting so members can come to a better understanding of the change.

#### 9. Executive Session

**At 7:05 p.m., Mr. Gilmore made a motion that the Board go into executive session regarding real estate transactions. Ms. Harman seconded the motion. Motion carried.**

**At 7:20 p.m. the Board came out of executive session on a motion by Ms. Boyd, seconded by Mr. Jones. Motion carried.** No action was required as of Executive Session.

#### 10. Adjournment/Next Meeting

Meeting adjourned at 7:20 p.m.

The next Board of Governors meeting will be held on September 22, 2005 at 5:00 p.m. in the President's Board Room.

Minutes respectfully submitted by,

Minutes approved by,

Linda K. Dudash  
Administrative Assistant Sr.

Anne Dieckmann-Harman  
Board of Governors Secretary