

OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, March 22, 2012 – 5:00 p.m.
B&O Board Room

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, March 22, 2012 in the B&O Board Room on the Wheeling campus.

1. Call to Order

Mr. Craycraft convened the meeting at 5:00 p.m.

2. Roll Call

Roll call was taken by Linda Dudash. Members in attendance were: Brann Altmeyer, Rita Berry, Christin Byrum, John Clarke, Joe Craycraft, Dr. Darrell Cummings, Mary K. DeGarmo, Kathi Ferreebe and Lucy Kefauver. Absent: Gus Monezis and Fred Renzella. Guests included: Dr. Martin Olshinsky, President; Peggy Carmichael, Chief Human Resource Officer; Janet Fike, Vice President of Student Services; Emily Fisher, CFRE, Executive to the President for Development; Mike Koon, Weirton Campus Dean/Vice President of Workforce Development; Steve Lippiello, Chief Financial Officer/Vice President of Administrative Services; and Dr. Vicki Riley, Vice President of Academic Affairs. Others/Faculty Members: Megan Deichler, Crystal Harbert, Ralph Lucki, Joe Remias and Delilah Ryan.

3. Faculty Presentation

Delilah Ryan, faculty assembly chair, introduced faculty attending the meeting and gave the annual faculty presentation to the Board.

President Olshinsky answered questions from Ms. Ryan relative to the faculty's views on the Dress Code Procedure adopted by the College in December 2011. The Dress Code Procedure was distributed to the Board. Dr. Olshinsky and Dr. Riley will address faculty concerns.

4. Approval of Minutes (February 23, 2012)

Two corrections to the minutes of February 23, 2012 were suggested by Ms. Ferreebe: (1) Under Roll Call, Ms. Ferreebe is to be listed as participating in the meeting of February 23, 2012 in person rather than by phone and (2) the third paragraph under the Institutional Advancement Report on page three, "*founding president of West Virginia*" is to read ... *West Virginia Northern Community College*. **Ms. Berry made a motion to approve the minutes of the meeting of February 23, 2012 as amended. Mr. Clarke seconded the motion. Motion carried.**

5. Board Chair Report

- **Hearings and Petitions**

There were no hearings or petitions.

6. President's Report

A. Graduation

Dr. Olshinsky announced Northern's graduation ceremony is scheduled for Friday, May 11 at WesBanco Arena beginning at 7 p.m. *Board members are to email Ms. Dudash if they will or will not be attending the ceremony.* Dr. Olshinsky indicated a Board member is needed to confer degrees. Lisa Allen from Ziegenfelders will be the commencement speaker.

B. Highlights of the President's Activities for the Month of March

Some of the highlights of the president's activities for the month of March are listed below.

- Met with president of Belmont College to discuss ways to work together, particularly in the gas drilling arena. Follow-up meetings are scheduled to facilitate implementation.
- Met with Dr. Vargo at Ohio County Schools to plan for Middle College, Math grant, and expansion of partnership. The College has an opportunity to work together with Ohio County Schools to utilize the new technology the College is acquiring in Mechatronics.
- Attended Boy Scout brunch with keynote speaker, CEO of Chesapeake, explaining the role of natural gas in the area. The event provided an opportunity to speak to Chesapeake's leadership team.

7. Administrative Staff Reports

A. CFO and VP of Administrative Services Steve Lippiello

- **FY 2013 Budget (including tuition increases and pay increases)**

WVNCC's FY 2013 proposed budget was presented to the Board by Mr. Lippiello. The presentation addressed funding needs for new initiatives, proposed salary increases, a proposed tuition increase, student impact to tuition increase, tuition increase justification, how Northern's tuition and fees compare to its sister institutions, and proposed new fees.

The College presented to the Board a proposed \$7/credit hour tuition increase for in-state residents which would bring in-state tuition to \$94/credit hour. Distributed to the Board was an updated fee planning schedule, per semester, for academic year 2012-13 (showing fees that have changed and descriptions on why they have changed). Mr. Lippiello asked the Boards' approval of the FY 2013 budget including the fees schedule that was distributed. He stated that if the Board approves the FY 2013 budget, final approval is contingent on approval of WVCCTCE.

Ms. Carmichael recommended the third and fourth bullet in the PowerPoint presentation on the *Proposed Salary Increases* slide be revised as follows: "up to" a 3% salary increase for classified >15 years and "up to" a 3% salary increase for non-classified. She stated, if the Board approves the FY 2013 budget, classified and non-classified staff will be eligible for salary increases with the exception of those who have not received satisfactory evaluations or anyone who is on an improvement plan or disciplinary action plan.

Ms. Berry made a motion the Board approve the proposed salary increases as amended by Ms. Carmichael as listed in the previous paragraph . Mr. Clarke seconded the motion. Motion carried. (Therefore, the proposed salary increases are approved as follows: (1) faculty - \$1,000 to base + 1 step; (2) classified staff <15 years – 1 step + up to \$500; (3) classified staff > 15 years – up to 3% increase; (4) non-classified staff – up to 3% increase.)

Mr. Clarke made a motion the Board approve the proposed tuition increase of \$7/credit hour for in-state residents, bringing in-state tuition to \$94/credit hour, as presented. Mr. Altmeyer seconded the motion. Motion carried.

Mr. Clarke made a motion the Board approve the FY 2013 budget as presented--including a \$7/credit hour increase in tuition for in-state residents, bringing in-state tuition to \$94/credit hour; and including the amendments to the salary increases as noted by Ms. Carmichael, contingent on approval by the WV Community and Technical College Council.

B. Vice President of Student ServicesJanet Fike

- **Summer 2012 Enrollment Census Report**

The Summer 2012 enrollment report was distributed to the Board. Ms. Fike reported on challenges facing financial aid students.

C. Vice President of Academic Affairs Dr. Vicki Riley

- **Academic Program Changes**

The following program reviews were presented to the Board for approval: (1) Respiratory Care, AAS, (2) Refrigeration, Air Conditioning, and Heating, AAS, (3) Appliance Repair, CP, and (4) Industrial Maintenance, CP. Northern's recommendation is each of the programs listed above be continued at the current level of activity. **Dr. Cummings made a motion the Board approve continuation of the each program listed above as presented. Ms. Berry seconded the motion. Motion carried.**

D. Weirton Campus ExpansionMike Koon

Mr. Koon gave a PowerPoint presentation on the Weirton campus addition. A ribbon cutting ceremony is scheduled for April 9 at 3 p.m. on the Weirton campus to officially announce the new addition.

8. Old Business

There was no old business.

9. New Business

- **Tobacco-Free Campus (1st Reading)**

The proposed Tobacco-Free Campus Rule, along with comments received from Northern employees and students during the 30-day public comment period, was distributed. The current Tobacco-Free Environment Rule was also provided to the Board.

Students were sent a college-wide email informing them of the rule, comment sheets were provided on each campus and the Office of Student Activities compiled all comments on one form and submitted them to the Human Resource Office.

Northern and West Liberty University have discussed conducting joint education seminars for those wanting to quit smoking.

The Tobacco-Free Campus Rule will go to the Board for second reading on April 26, 2012.

10. Adjournment/Next Meeting

Mr. Altmeyer made a motion to adjourn the meeting at 6:35 p.m. Ms. Berry seconded the motion. Motion carried.

The next Board meeting is scheduled for Thursday, April 26, 2012 at 5 p.m. 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

Gus Monezis
WVNCC Board of Governors
Secretary