

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, January 22, 2009 – 5:00 p.m.
B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, January 22, 2009 in the B&O Board Room on the Wheeling Campus.

1. Call to Order

Mr. Craycraft convened the meeting at 5:10 p.m.

2. Roll Call

Roll call was taken by Linda Dudash. Members in attendance were: Rita Berry, John Clarke, Joe Craycraft, Dr. Darrell Cummings, J.W. Freeland, Anne Dieckmann Harman, Bill Haught and Miranda Postle. By Phone: Zac Wycherley. Excused: Conner Boyd and Mary K. DeGarmo.

Guests included: Dr. Martin Olshinsky, President; Larry Bandi, CFO/ Vice President of Administrative Services; Bob DeFrancis, Dean, Community Relations; Janet Fike, Dean, Enrollments Management; Emily Fisher, Executive to the President for Development; Mike Koon, Vice President of Economic and Workforce Development; Sue Pelley, Dean, Information Technology; Dr. Vicki Riley, Vice President, Academic Affairs; and Larry Tackett, Dean, New Martinsville Campus. Other guests: Dr. Suzanne Clutter, faculty and Georgette Pentino, student.

3. Student Presentation

Georgette Pentino, student on the Wheeling Campus (Associate Degree Program in Medical Assisting), gave a testimony of her experiences at West Virginia Northern Community College.

4. Faculty Presentation

Dr. Riley introduced Dr. Suzanne Clutter, Biology instructor on the New Martinsville Campus. Dr. Clutter gave a presentation entitled "Exciting Science Happenings in New Martinsville," informing the Board about a Science Fair that was held on campus, the successes of her students and her method of teaching.

5. Approval of Minutes – Meeting of October 28, 2008 and December 9, 2008

Mr. Haught made a motion to accept the draft minutes of October 28, 2008 as presented. Ms. Harman seconded the motion. Motion carried.

Mr. Haught made a motion to accept the draft minutes of December 9, 2008 as presented. Ms. Harman seconded the motion. Motion carried.

6. Board Chair Report

- **Hearings and Petitions**

There were no hearings or petitions.

7. President's Report

A. IPEDS Report

The Board received the IPEDS Data Feedback Report 2008 for West Virginia Northern Community College. Dr. Olshinsky reviewed the report with the Board.

B. Institutional Compact Update

The report on institutional compact updates approved by the WV Council for Community and Technical College Education at the December 9, 2008 meeting was distributed. The report determines if community and technical colleges are making adequate progress in meeting the compact goals. Compact submission updates for fiscal year 2007-2008 for individual institutions were also distributed.

C. Building Acquisitions and Sale

- **Straub Properties**

A draft Contract of Sale agreement with black-lined changes between Ohio County Development Authority and West Virginia Northern Community College for properties located at 1533-1537 Market Street, 6-16th Street and 6 South Street, Wheeling, WV was included in the Board packet.

A revised Resolution relative to real estate mentioned above was distributed to the Board to replace the Resolution in the Board agenda packet. Changes to the revised Resolution are as follows: Board of Directors was changed to Board of Governors and the word unanimously (in the second paragraph of the Resolution) was removed from the document.

Discussion ensued relative to the College's interest in the properties.

Mr. Clarke made a motion to approve the revised Resolution relative to the real estate located at 1535 Market Street with the aforementioned changes. The Resolution states that the Board of Governors authorize the appropriate officers, including Lawrence E. Bandi, Chief Financial Officer/Vice President of Administrative Services to continue to negotiate for the purchase of the real estate located at 1535 Market Street from the Ohio County Development Authority at a price of \$1.2 million. Mr. Haught seconded the motion. Motion carried.

- **Hazel Atlas Property**

A Resolution regarding the sale of the Hazel Atlas building was distributed to the Board. Closing on the property is anticipated to be the end of January 2009.

Mr. Craycraft suggested that the word unanimously (in the second paragraph of the Resolution) be removed from the document. **Mr. Clarke made a motion that the Board approve the Resolution for the sale of the Hazel Atlas property with the word unanimously removed from the document. Mr. Haught seconded the motion. Dr. Cummings abstained from voting. Motion carried.**

A discussion ensued regarding renting space from Youth Services System, Inc. in the Hazel Atlas building to house Northern's adult basic education program, table gaming and HVAC program once the sale of the property is final. Cost of rental space was discussed.

Ms. Harman made a motion that the Board of Governors authorize the administration to negotiate and enter into a rental agreement with Youth Services System, Inc. for space at the Hazel Atlas building of up to 12,000 square feet at a rate of up to \$6 per square foot. This would involve a term of 12 months with renewal options in intervals of six months. Ms. Berry seconded the motion. Dr. Cummings abstained from voting. Motion carried.

D. Master Plan Addition

Information on Northern's current Facility Master Plan along with the revised Facility Master Plan (2000-2010) dated March 1, 2004 was included in the Board packet. Appendix E in the Board packet contains old language from the Master Plan that includes a picture on the last page showing proposed expansions on the Wheeling Campus. Dr. Olshinsky stated that the present Master Plan shows the College's anticipated plans for acquiring surrounding property on the Wheeling Campus up to 2010.

Dr. Olshinsky distributed to the Board a proposed agenda item for the January 30, 2009 meeting of the West Virginia Council for Community and Technical College Education. The proposed agenda item for the above-mentioned meeting is to amend the Master Plan of WVNCC to include the sale of the Hazel Atlas building that is currently owned by the WVNCC Board of Governors and to purchase properties (known as the Straub Honda/Hyundai Dealership and Body Shop) adjacent to the Wheeling Campus from the Ohio County Development Authority Board for the purpose of expanding technical programs and associated activities.

Dr. Cummings made a motion that the Board approve the language in the agenda item for the WV CCTCE meeting on January 30, 2009 stating that

the WVNCC Board of Governors can sell the Hazel Atlas building and purchase the Straub property for the purpose of expanding technical programs and associated activities. Mr. Haught seconded the motion. Motion carried.

Ms. Harman suggested including the following language to paragraph two of the agenda item discussed:does not have the **proper** space for **the College's** technical training **needs**. **Dr. Cummings made a motion that the agenda item discussed include the suggested language to paragraph two under Background as suggested by Ms. Harman. Ms. Berry seconded the motion. Motion carried.**

E. Approval of Amnesty Program for Students

Mr. Bandi presented to the Board a proposal relative to adopting an amnesty program for non-traditional students of WVNCC. He apprised the Board of the process the College would adopt to reinstate non-traditional students who carry account balances. These students would also be eligible to apply for financial aid if they return to the College providing there was not a federal debt obligation. Implementation date of the program, if approved by the Board, is for fall semester 2009.

Dr. Cummings made a motion that the College proceed with the amnesty program with the inclusion of an application process to be worked out how the College sees fit for the time period as stated for the 2001-02 school year and older balances. Ms. Harman seconded the motion. Motion to approve the amnesty program: 6 Yeas; 2 Nays.

F. Highlights of the President's Activities for the Month of October

Some of the activities reported on by President Olshinsky for the months of December/January are as follows:

- Represented the College at the Project BEST Awards breakfast. The organization gives the College \$2,000 for scholarship activity.
- Met with Marshall County Sheriff to discuss training needs since the facility closed in Moundsville. Possible training options for the region's police departments.
- Partnered with eight community colleges, six WIB's, six career centers and the Benedum Foundation to form a consortium to deliver sustainable energy training.

8. Administrative Staff Reports

A. CFO and Vice President of Administrative Services – Larry Bandi

- **Request for Funds – Education Center**

Mr. Bandi reported that, since its opening, there has been discord regarding noise in several of the classrooms in the Education Center. A forensic noise expert was hired to analyze the problem. A summary of the report (Appendix F) was included in the Board packet. Mr. Bandi stated that \$75,000-\$100,000 would take care of the primary measures to remediate the noise problem. The College has \$35,000 in a contingency fund this year that is not allocated and could be used for the noise remediation in the Education Center. The College is asking the Board to approve the difference between the \$35,000 from the contingency fund and the actual primary work costs to cover the remediation costs.

Mr. Haught made a motion that the Board approve the difference between the \$35,000 out of the College's contingency funds and the actual primary work costs to cover remediation expenses to eliminate the noise issues in the WVNCC Education Center. Dr. Cummings seconded the motion. Motion carried.

B. Dean, Community Relations – Bob DeFrancis

- **West Virginia Northern Community College – Top 50**

Mr. DeFrancis reported that the College was named one of the top 50 fastest growing colleges in the country.

C. Dean, Enrollments Management – Janet Fike

- **Immunization Report**

Northern's Immunization Report was distributed to the Board. The current enrollment report was distributed.

D. Executive Director to the President – Emily Fisher

- **Annual Giving**

Ms. Fisher distributed an overview of the fundraising program for 2007-2008.

9. Old Business

- **Faculty Salary Rule**

The Faculty Salary Rule was originally on the December 9, 2008 Board agenda; however, there was not a quorum at the meeting, therefore, the Rule was held for first reading until the January 22, 2009 meeting. The Rule was out for comment in the spring. No comments were received back on this Rule during that comment period. No comments were made relative to the Rule at the Board meeting.

10. New Business

A. Classified Employees Salary Rule

The Classified Employees Salary Rule including comments provided by classified staff/responses relative to the Rule was distributed to the Board for first reading. Dr. Olshinsky stated that discussions have been held regarding a process for establishing a system for merit raises for classified staff.

B. Classified Staff Work Schedule and Records Rule

The Board received the Classified Staff Work Schedule and Records Rule including comments received during the comment period/responses for first reading.

11. Other

Dr. Olshinsky reported that the College has received a conceptual image of a cross-over bridge between the B&O building and the Education Center. Visuals of the architectural drawing were presented. Dr. Olshinsky stated that a copy of the CD relative to the pedestrian bridge is available to Board members. The College is attempting to obtain name rights for the bridge to help cover the cost of the project.

12. Adjournment/Next Meeting

The meeting adjourned at 7:45 p.m. The next Board meeting is scheduled for Thursday, February 26, 2009 at 5 p.m. in the B&O Board Room.

Minutes respectfully submitted by,

Minutes approved by,

Linda K. Dudash
Executive Secretary to the President

Anne Dieckmann-Harman
Board of Governors Secretary