

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, April 25, 2013 -- 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 25, 2013 in the B&O Board Room on the Wheeling Campus.

1. Call to Order

Ms. DeGarmo convened the meeting at 5:00 p.m. (Ms. DeGarmo chaired the meeting until the arrival of Dr. Cummings.)

2. Roll Call

Roll call was taken by Linda Dudash. Members in attendance were: Brann Altmeyer, Rita Berry, Christin Byrum, John Clarke, Dr. Darrell Cummings, Mary K. DeGarmo, Melissa Jones, Lucy Kefauver, Gus Monezis and Fred Renzella. By Phone: Joe Craycraft.

Guests included: Dr. Martin Olshinsky, President; Bob DeFrancis, Dean, Community Relations; Mike Koon, VP Workforce Development and Weirton Campus Dean; and Steve Lippiello, Chief Financial Officer/Vice President of Administrative Services, Dr. Vicki Riley, Vice President of Academic Affairs. Others: Shannon Payton, Director, Student Union Activities and Lisa Lohsl, student.

3. Approval of Minutes – Meeting of March 28, 2013

A correction to the minutes of March 28, 2013 was made by Dr. Olshinsky. The correction was in the last sentence of the third bullet under item 7A – remove the words “not.” The sentence is to read: “Therefore, having a majority vote, the Fee Schedule was approved.”

Mr. Renzella made a motion to accept the minutes of the meeting of March 28, 2013 as amended. Ms. Berry seconded the motion. Motion carried.

4. Student Presentation

Ms. Payton introduced Melissa Jones, new student representative on the Board of Governors for the remainder of this year and continuing through the next fiscal year. Ms. Payton gave a presentation to the Board related to student activities. Included in the presentation was information on: student leadership; student government—setup, responsibilities; SGA Executive Board; Campus Activities Board; ways to engage students; community engagement; President’s Higher Ed Community Service Honor Roll; and co-curricular organizations.

5. Board Chair Report

• **Hearings and Petitions**

There were no hearings or petitions.

6. President’s Report

A. SB326

Dr. Olshinsky updated the Board on SB326 which would have required higher education institutions to use a performance-based funding formula. The bill died in the House and passed in the Senate; the bill then died in the House Finance Committee.

B. Ribbon Cutting

The ribbon cutting ceremony for the new Applied Technology Center will be held on Monday, May 6 at 11:30 a.m. Board members were invited to attend.

C. Rules

- **Computer and Internet Usage Rule (2nd Reading)**

The Computer and Internet Usage Rule was presented to the Board on second reading. No changes to the rule were suggested. Mr. Renzella made a motion for the Board of Governors to approve the Computer and Internet Usage Rule on second reading. Mr. Clarke seconded the motion. Motion carried.

D. Commencement Speaker

U.S. Attorney William Ihlenfeld II will be this year's commencement speaker on May 10.

Dr. Darrell Cummings, Board Chair, will confer degrees at commencement.

E. Highlights of President's Activities for the Month of April

- Participated in Weirton and New Martinsville campus student recognition
- Attended Hancock County Board of Education meeting to support a Middle College student recognized by the state as a WV Young Writers Award winner.
- Participated in PTK Honors Induction.
- Met with the Schenk Foundation trustees to discuss proposals for high school dual enrollment and Middle School robotics camp for female students.

7. Administrative Reports

A. CFO/Vice President, Administrative Services..... Steve Lippiello

- **Final FY 2014 Budget**

Mr. Lippiello gave a PowerPoint presentation showing how the College has arrived at a balanced budget for FY 2014. A proposal was presented to the Board for a 6.5% tuition increase and a facilities fee increase to \$65/headcount. Mr. Lippiello reviewed the proposed FY 2014 budget in the agenda booklet.

Mr. Clarke made a motion that the Board approves the proposed FY 2014 budget as presented, including a tuition increase of 6.5% and a facilities fee increase to \$65/headcount. Mr. Altmeyer seconded the motion. Motion carried.

(The Governor's Fiscal Year 2014 Budget was distributed to the Board.)

- **Respiratory Care Testing Fee**

The Board received a correction relative to information on the Respiratory Care Testing Fee that was approved by the Board on March 28, 2013. The fee approved by the Board at the meeting on March 28, 2013 was in the amount of \$140; however, the correct fee is \$40.

The Board proposed to modify the motion made at the meeting of March 28, 2013 relative to the Fee Planning Schedule for Academic Year 2013-2014 to include the adjustment to the Respiratory Care Testing Fee from the original amount of \$140 to the reduced fee of \$40. However, there was no formal action taken, therefore, a formal motion will need to be made on the reduction of the fee at the Board meeting on May 23, 2013.

B. Vice President, Academic AffairsDr. Vicki Riley

- **Academic Program Reviews**

Six academic program reviews along with recommendations were presented to the Board. Those programs are as follows: Health Care, CAS; Medical Assisting, AAS; Administrative Medical Assisting, CAS; Paralegal Studies, AAS; Paralegal Studies, CAS; and, Power Plant technology, AAS. An executive summary of each of the programs was presented to the Board. The College's recommendation to the Board was to continue all of the programs presented at their current level of activity with the exception of the Health Care, CAS program, which is recommended for continuation of activity with a redesign of the program to prepare students for certification.

Ms. Berry made a motion that the Board accepts the 2012-2013 program reviews as presented (Continuation of five of the programs at the current level of activity and redesign of the Health Care, CAS program to prepare students for certification. Mr. Monezis seconded the motion. Motion carried.

- **Academic Program Changes**

Academic program changes were presented to the Board. The program additions and deletions represent no significant new costs; nor do they represent a significant cost savings.

Recommended program additions were as follows: Patient Care Technician, CAS and Petroleum Technology, CAS and AAS. Recommended for deletion was the Human Services Sign Language, AAS program. If the Board approves the new Patient Care Technician, CAS program, the College will phase out the Health Care, CAS just approved by the Board.

Ms. DeGarmo made a motion that the Board accepts the academic program changes as presented. Mr. Renzella seconded the motion. Motion carried.

C. Dean, Community Relations Bob DeFrancis

Mr. DeFrancis reported Northern received the President's Community Service Honor Roll for the seventh straight year.

8. Old Business

There was no old business.

9. New Business

There was no new business.

10. Executive Session

At 5:55 p.m., Mr. Clarke made a motion for the Board to go into Executive Session to discuss real estate and personnel. Mr. Monezis seconded the motion. Motion carried.

Mr. Clarke made a motion the Board come out of Executive Session at 6:15 p.m. Ms. Berry seconded the motion. Motion carried.

11. Adjournment/Next Meeting

The meeting adjourned at 6:15 p.m.

The next Board meeting is scheduled for Thursday, May 23, 2013 at 5:00 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

Christin Byrum
Board of Governors Secretary