

**OFFICIAL MINUTES  
BOARD OF GOVERNORS MEETING  
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE  
Thursday, October 25, 2007 – 5:00 p.m.  
B&O Board Room – Room 116**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, October 25, 2007 in the B&O Board Room on the Wheeling Campus.

**1. Call to Order**

Mr. Danford convened the meeting at 5:05 p.m. in the absence of Ms. Boyd.

**2. New Members**

Dr. Olshinsky introduced the following new members to the Board of Governors: John Clarke (Executive Leadership for the International Brotherhood of Electrical Workers) and Robert Dobkin (Student Senate representative).

**3. Roll Call**

Roll call was taken by Linda Dudash. Members in attendance were: John Clarke, Joe Craycraft (by phone), Dr. Darrell Cummings (by phone), Tom Danford, Robert Dobkin, Joseph W. Freeland, and Zac Wycherley. Excused: Conner Boyd, Tamara Pettit Cronin, and Anne Dieckmann Harman.

Other guests included: Dr. Martin Olshinsky, President; Robert DeFrancis, Dean, Community Relations; Janet Fike, Dean, Enrollments Management; Emily Fisher, Executive Director, Institutional Advancement; Mike Koon, Vice President and Dean, Economic and Workforce Development and Interim Vice President for Academic Affairs; and Steve Woodburn, Wheeling Campus Dean.

**4. Board Chair Report**

There were no hearings or petitions.

**5. Approval of Minutes (August 23, 2007)**

Mr. Craycraft made a motion to accept the minutes of the August 23, 2007 meeting as distributed. Mr. Wycherley seconded the motion. Motion carried.

**6. President's Report**

**A. Ratify Costanzo and Associates Service Agreement**

The Board received a copy of the Costanzo and Associates Service Agreement for Financial Statements as of and for the years ended June 30, 2007 and 2006, and Independent Auditors' Report. Dr. Olshinsky reported that Ms. Boyd signed off on the contract to engage Costanzo and Associates services in September. The final report was presented to the entire Board for

endorsement and acceptance. Mr. Brian Trishler, auditor for Costanzo and Associates, gave a report relative to the document. **Mr. Freeland made a motion to ratify the agreement. Mr. Clarke seconded the motion. Motion carried. Secondly, a motion was made by Mr. Freeland to approve the report. Mr. Clarke seconded the motion. Motion carried.**

## **B. Emergency Rule on Sexual Assault**

The Emergency Rule on Sexual Assault was distributed to the Board and a discussion was held. Ms. Harman sent in an e-mail which addressed the following items in the rule: In the first sentence of paragraph five: delete the word "or." Also in paragraph five, in the third sentence, Ms. Harman asked who would determine guilt if a person filed a false accusation and if this relates to a College tribunal or a government finding of guilt. Ms. Harman stated that this sentence needs clarification. Ms. Fike stated that it is up to the College to determine guilt. The College Code of Conduct will be used in making this determination. However, it is the responsibility of the victim to press charges, not the College. The Board agreed that the words "by the College" should be inserted after "found guilty" in the first and third sentences of paragraph five.

In paragraph ten, Ms. Harman asked if specific acts (i.e. rape), should be left out and verbage inserted stating that the College may impose the maximum sanction "for any forcible or non-forcible action(s)." She stated that the more a particular act is separated out, the more it almost excludes similar treatment of other acts that are not named. At the conclusion of the discussion, the Board decided that no changes should be made to paragraph ten, but additional research be conducted and Ms. Harman look at the revised statement from a legal perspective. **Mr. Freeland made a motion that the Board approve the revised emergency rule on Sexual Assault. Mr. Wycherley seconded the motion. Motion carried.**

The timeline for making the Sexual Assault Rule official is 90 days. All were in favor of the emergency rule on Sexual Assault. Therefore, the emergency rule is effective immediately.

## **C. Middle College**

Information on the Middle College concept was provided to the Board and it was explained by Dr. Olshinsky. Superintendents from Brooke, Ohio and Marshall counties will meet with Dr. Olshinsky on November 8 relative to Northern's plan to establish the first Middle College in West Virginia. President Olshinsky will present the Middle College concept to Faculty Assembly and Classified Staff Council at their next scheduled meetings.

#### **D. Agreement Between College and Foundation**

A copy of the Memorandum of Understanding between West Virginia Northern Community College and the West Virginia Northern Community College Foundation was included in the Board agenda packet. The agreement outlines the purpose of the Foundation, College Governance, Foundation responsibilities, and both the Foundation's relationship to the College and the College's relationship to the Foundation. Dr. Olshinsky, Ms. Fisher, Rob Krall (attorney), and HEPC General Counsel, Bruce Walker reviewed the agreement. The Foundation reviewed and approved the agreement, but is waiting on approval from the Board of Governors. Ms. Fisher stated that the Foundation would like to have representation from the Board of Governors on their Board.

**Mr. Freeland made a motion that the Board of Governors approve the Memorandum of Understanding between the College and the Foundation. Mr. Wycherley seconded the motion. Motion carried.**

#### **E. Textbook Policy**

The Board received a copy of a memo from Bruce Walker (HEPC General Counsel) stating that the Board of Governors needs to have in place a policy addressing WV Code §18B-10-14 (Bookstores). Dr. Olshinsky stated that the College will prepare a Bookstore Policy and distribute it for review.

#### **F. President's Report**

Referred to President's activity report, but highlighted the following:

- Meeting with Robin Capehart, President of West Liberty State College, to discuss academics, staffing, marketing, and cost-saving opportunities. The goal is to partner for mutual benefit.
- Escorting First Lady Gayle Manchin on a tour of the Middle College at Boyce Campus, CCAC with the goal of gaining support within the state.
- Meeting with Greg Stewart about a possible technology center location and Ohio County's role in assisting the College in bringing the Center to the region.

### **7. Administrative Staff Reports**

#### **A. CFO and Vice President of Administrative Services**

- **Year-End Audit Report**

Mr. Brian Trishler, auditor from Costanzo and Associates, gave a year-end audit report. He reported that the College has been improving its financial picture each year. The College is adopting a process for federal and state dated checks. Costanzo and Associates made recommendations on ways the College may strengthen their internal controls. Mr. Bandi will follow up on

the letter of recommendations.

- **Hazel-Atlas Building – Vision for the Future**

In the absence of Mr. Bandi, Dr. Olshinsky gave an update on the Hazel-Atlas building. Gil White, of Paull and Associates, has informed the College that the building can be put up for sale, but must be sold at the mid point of the assessed values, which is between \$1.2 million or \$375,000. However, the College may get the legislature to allow the building to be sold for a lesser amount. Two individuals have shown interest in the property. Another option the College is looking into is trading the Hazel-Atlas building for another building in close proximity to the campus. The goal of the College is to trade the building; however, if that doesn't work out, the property will be sold.

Dr. Olshinsky reported that Chancellor Skidmore is working to acquire around \$80 million to open technical centers throughout the state. Northern would like to move classes from the Hazel-Atlas building into a new technical center if this should come to fruition. Chancellor Skidmore has Northern in the mix 2008 legislative session.

## **B. Dean, Community Relations**

- **Community Activities**

Mr. DeFrancis reported on the following upcoming College activities Northern will participate in: the "Joe Too Cool to Smoke" campaign on October 24 at the White Palace in Wheeling Park, the Wheeling Christmas Parade on November 16, and the Wetzel County Christmas Parade on December 1. The College is also co-sponsoring with Riesbeck's in the charitable food drive on November 15.

## **C. Institutional Advancement**

- **Foundation Report**

Ms. Fisher reported that the audit was presented at the Foundation meeting on October 4. The Foundation is addressing some of the items listed in the management letter.

The College will kick off an annual appeal for the Foundation and the Board of Governors as well as the College administration, faculty, staff, alumni, and the community at large. Work is being done with local and national foundations as well as corporate entities to become Northern sponsors. Other items of interest in Institutional Advancement include: receipt of a grant in the amount of \$45,000 from the Schenk Foundation, work on federal and state grants, marketing of the testimonial video, and issuing letters for neighborhood investment credits.

#### **D. Academic Affairs Report**

- **Assessment Update**

Mr. Koon informed the Board that the Higher Learning Commission focus visit is scheduled for November 12-13. Several Board members will be invited to attend lunch with the team on November 12. Frank Gilmore, former Board member, has been invited to attend the lunch/meeting to share his perspective on what the College has been working on in the past several years. A PowerPoint presentation was made to the Board by Mr. Koon on what processes the College has put in place since the HLC's visit in 2003. An assessment report has been posted on the College web site (Faculty/Academics/Academic Assessment). Mr. Koon gave a summary of the report and presented patterns of evidence in areas of assessment.

#### **E. Workforce Report**

- **Numbers**

Mr. Koon distributed an annual report on Economic Work Force Development (July 1, 2006 – June 30, 2007) as well as a report on Targets and Progress from 2006-2007 Economic Work Force Strategic Plan. He stated that headcount enrollment has increased in all areas from last year and that Northern has the second highest numbers in performance indicators in the state. FTE generated in Work Force Development increased by 44%. Numbers do not reflect training in table gaming. Table gaming numbers will be in next year's report.

#### **F. Dean, Enrollments Management**

- **Financial Aid Comparisons 2005-2006 and 2006-2007**

Ms. Fike distributed a report on Financial Aid Comparisons from 2002-2007. Total financial aid awarded and paid was over \$10 million for 2,310 students.

Fall Census 2007 Campus Comparisons information was distributed. Headcount increased by 9.9%, which was attributed to table gaming. All campuses met their census headcount. Summer table gaming numbers are not in the Campus Comparison Report.

#### **G. Dean, Wheeling Campus**

- **Wheeling Friends of the College Dinner**

Mr. Woodburn reported that the Wheeling Friends of the College Dinner brought in over \$30,000, with a profit of \$21,500 (a 50% increase over last year). Profits will go to Culinary Arts for POS, a portion for scholarships, and the remainder will also be endowed for scholarships.

- **Emergency Plan and Safety**

Mr. Woodburn reported that he shared with faculty, at a meeting on October 19, where the College is on the Emergency Plan and Safety. Focus was on communication. Communication systems the College is working on are: an e-mail system with students that will inform them when an incident is occurring (the system will be used for snow days also); a text messaging system for students, faculty, and staff (a volunteer program—costs may be incurred for text messaging); LCD panels in the hallways on the Wheeling Campus (soon to be installed on the other campuses); and a code system used in conjunction with the LCD panels to communicate crisis situations. Phones will be installed in all classrooms by the end of November (they will also be used as a PA system).

Cell phones have been purchased for evening duty police officers, computer technicians, and the Wheeling Campus Dean for use in emergency situations. Mr. Woodburn talked with the Wheeling police relative to placing a phone in the 19<sup>th</sup> Street parking lot area. Lighting in the 19<sup>th</sup> Street area will be improved and the College has discussed installing cameras, and panic buttons.

## 8. Old Business

There was no old business.

## 9. New Business

There was no new business.

## 10. Adjournment/Next Meeting

**Mr. Wycherley made a motion to adjourn the meeting at 6:50 p.m. Mr. Freeland seconded the motion. Motion carried.** The next Board of Governors meeting is scheduled for January 24, 2008 in the B&O Board Room on Wheeling Campus.

Minutes respectfully submitted by,

Minutes approved by,

Linda K. Dudash  
Executive Secretary to the President

Anne Dieckmann-Harman  
Board of Governors Secretary