

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

**Thursday, March 23, 2006 - 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 23, 2006 in the B&O Board Room on Wheeling campus.

1. Call to Order

Ms. Boyd convened the meeting at 5:10 p.m.

2. Roll Call

Roll call was taken by Linda Dudash. Members in attendance were: Conner Boyd, Charmaine Carney, Joseph Craycraft, Tamara Pettit Cronin, Tom Danford, W. Keith Jones, Danny Kaser, Orphy Klempa and Zac Wycherley. Participating by phone: Frank E. Gilmore. Excused: Joseph W. Freeland and Anne Dieckmann Harman.

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

3. Minutes of January 26, 2006 and February 23, 2006

At the February 23 Board meeting, the following changes were recommended to the draft minutes of January 26, 2006: the last sentence under 5F, NISOD, is to include the title of the proposal submitted by Pam Sharma to NISOD and now reads: Pam Sharma submitted a proposal entitled *Facilitation and Student Retention in On-Line Courses* which was accepted. In 6A, the date of May 23 was changed to May 22 as the date the Education Center will be operational for summer classes and in 6B the date for the kick-off of the Buy a Brick Campaign was changed from February 6 to February 13. **Mr. Danford made a motion to accept the minutes of the January 26, 2006 as corrected. Mr. Wycherley seconded the motion. Motion carried.**

Mr. Klempa made a motion to accept the minutes of the February 23, 2006 meeting as distributed. Mr. Danford seconded the motion. Motion carried.

4. Board Chair Report

A. Hearings and Petitions

There were no hearings or petitions.

5. Student Presentation

Student representatives introduced themselves to the Board. Student Senate Officers who participated in a PowerPoint presentation to the Board titled *Changes and Challenges for a Brighter Future* were: Charmaine Carney, Tri-Campus Student Senate President and Student Representative to the Board of Governors; Terri Baker, Chairperson, Wheeling Campus; and Chelsea Ellis, Chairperson, New Martinsville Campus. Others attending on behalf of the students included: Don Chamberlain, Director of Student Activities and Tri-Campus Student Senate Advisor; Lucy Kefauver, Wheeling Campus Counselor/Student Advisor; and Molly Woodburn, Weirton Campus Counselor/Student Advisor. Student representatives reported on some of the activities/achievements of West Virginia Northern students as follows: raised \$4,208 for St. Baldrick's Children for Cancer; were recognized as number one in the nation in 2005 for Military Mail Call (18,000 letters mailed) for which they received a letter and flag from Baghdad; sponsored Operation Care, sending 25 packages to military overseas; sponsored the KIND Program (Kids Incentives to do Nice Deeds); held Have a Heart Month; and raised funds for Easter Seals. Ms. Boyd suggested the students include the Board when they hold a fund raiser. Dr. Olshinsky thanked students for the positive way in which they represent the College.

Student Senate elections will be held in April.

6. President's Report

A. Legislative Report

Although peer equity did not make it out of the House, Dr. Olshinsky reported that Senator Larry Edgell was instrumental in acquiring \$600,000 for the College's base budget. The President stated that a meeting of the President's Cabinet will be scheduled to discuss prioritization of dollars--full funding of salaries for classified staff, equity and merit raises for faculty, and salary increases for administrators. Faculty increment was passed which gives \$50 for every year of service for faculty. Mr. Gilmore stated the College/Board should commend Senator Edgell for his strong stand in support of West Virginia Northern. SB125, however, must be formally passed and signed by Governor Manchin for the \$600,000 to be official. The College is developing a plan on what will be done with the balance of the money.

Dr. Olshinsky and Mr. Bandi met with Classified Staff Council regarding the College's goal to get classified staff up to full funding on the salary scale.

On April 27, the WV Council for Community and Technical College Education will meet on Wheeling Campus. West Virginia Northern will be defending a tuition increase at that meeting. Faculty may do a presentation on podcasting to let CCTCE know what is being done with money received from Chancellor Skidmore.

Indications point to Northern getting some peer equity adjustment if it is funded. New peers will be selected for all community colleges by December '06. HEPC will hire a consultant to conduct peer selections. Once chosen, West Virginia Northern will be given an opportunity to comment on how the selected peers compare with the College.

B. Faculty Pay Adjustment and Merit Pay Process

President Olshinsky met with Faculty Senate and concluded the meeting with an agreement on bringing faculty who are below the base line up to the base line. Based on faculty recommendations, the College is working on faculty merit pay. Faculty agreed in principal to the process used for calculating base salary, equity, and merit.

C. Activities for the Month of February/March

- Dr. Olshinsky reported on visits made to Wheeling Park Technology Center and Rockefeller Center. He stated that by using resources in the Centers, Northern can become a competitor in the technology field and the College may be able to offer new programming such as welding, electronics, construction (plumbing), and automotive courses on evenings and weekends. The same will be true for the health careers. West Virginia Northern will look into articulation agreements in these areas with the school districts.
- Congressman Alan Mollohan was given a tour of the Education Center on his visit to the College on March 6. He was impressed with the building; his staff have been in contact with Dr. Olshinsky. The Congressman is working to acquire funding for technology in the Education Center.
- A mandatory Sexual Harassment/Discrimination Seminar was held for faculty, staff and administration. Seminars on various other topics will be scheduled in the future.
- The first phase of developing an Institutional Effectiveness Plan is underway. Co-chairs are Mr. Koon and Mike Smith.
- An e-mail, telephone and personal visit campaign was conducted with State legislators in support of peer equity and faculty increments.

7. Administrative Staff Reports

A. Dean of Business, Finance, Facilities Report

- **Respiratory Care Course Fee**

Mr. Bandi reported on a request from the Respiratory Care Department asking that the College include a \$300 course fee on the fee schedule for Respiratory Care students who are in their second year. The fee is for national testing as part of the program.

Mr. Klempa made a motion to approve the addition of the Respiratory Care course fee of \$300 on the fee schedule. Ms. Carney seconded the motion. Motion carried. The addition of the Respiratory Care course fee of \$300 will be an amendment to the approved tuition and fee schedule that the Board approved at the meeting of February 23, 2006.

Students will now be required to pay the fee at the beginning of the semester through tuition. Each student is a little different in payment depending on whether or not they qualify for Financial Aid. Students who qualify for aid would have the fee paid from their aid three weeks into the semester. Those who pay on their own would pay at the beginning of the semester. Students who use tuition pay would pay over a four month payment plan. First time borrowers under financial aid would not have their aid dispersed until about 4-5 weeks into the semester. Multiple scenarios could impact the exact date a student would pay the tuition.

- **Hazel-Atlas Divestiture**

On a recommendation from Senator Bowman and Delegate Wakim, Mr. Bandi made several calls to Rob Ferguson relative to State agencies being housed in the Hazel-Atlas building. To date, Mr. Bandi has not received a return call.

Appraisal on the Hazel-Atlas building will be done in the next two weeks. Once the information is received, it will be given to several local parties for them to determine their interest.

College administration met with the City of Wheeling to determine their interest in the Hazel-Atlas building. A request came from the Ohio County School System to use the building to house their troubled students (six or seven students). The College will pursue this and bring it back to the Board if it has any viability.

- **College Square**

Construction is on schedule for the College to take occupancy in the Education Center in May.

Open house for the Education Center is set for August 10. Classes, however, will be held in the Education Center during the summer.

Completion of the plaza project is scheduled to be within the next two weeks.

B&O renovation project will be completed early. Completion of the fourth floor is scheduled for this week. The ACT Center will be the future Chemistry Lab. Servers have been re-located from the Hazel-Atlas building and IT personnel will relocate in the next ten days.

B. Foundation Report

- **Buy a Brick Campaign Update**

Mr. DeFrancis reported the College has received donations to the Buy A Brick Campaign for 120 - \$100 pavers and 18 - \$500 pavers. He thanked those who have donated to the campaign. Campaign volunteers will meet for lunch on April 3 to discuss a final strategy and plan an exit strategy for the campaign.

- **ARC Grant**

This year the College submitted an ARC Grant for technology in the B&O and Education Center buildings in the amount of \$525,000. Mr. DeFrancis reported the ARC Grant was rejected for the second year in a row. The College has applied for a transportation enhancement grant for the bridges project. A letter will be sent to Governor Manchin letting him know of the College's endeavor.

- **Black History Month**

Several presentations were given on each campus by the Alumni Association during Black History Month. Mr. Wycherley, Janice Raheem and Joan Weiskircher were the moving forces behind Black History events held in February. The College will continue to ask for the State's help in funding this event.

C. Economic/Workforce Development Report

Mr. Koon stated he did not have a report on Economic/Workforce Development for this month. He reported he was asked by Dr. Olshinsky to coordinate Institutional Effectiveness efforts which encompass student learning along with how well the College is doing in the areas of Student Services and the Business Office. Institutional effectiveness will be part of the Higher Learning Commission/NCA visit in 2007. A small steering committee has been formed and has come up with an institutional effectiveness plan that was shared with the President's Cabinet. Mr. Koon will share a flow chart with the Board in April.

D. Assessment

Dr. Good reported on assessing student learning and Nanotechnology/partnership with WVU. Information on Nanotechnology was distributed to the Board. West Virginia Northern will be writing letters to support Nanotechnology and obtain a grant.

A presentation on Nanotechnology may be given to the WV Council for Community and Technical College Education at its meeting on April 27 to be held at West Virginia Northern Community College.

Dr. Good and Mr. Koon are co-chairs of Assessment of Student Learning. The assessment plan for student learning for 2006 will be shared at the NCA conference.

Mr. Bandi stated Congressman Mollohan asked the College to work on the Global Grid Network. Resources are needed in this area for high research activity. The College is looking into partnerships with high tech consortiums.

8. Old Business

There was no old business.

9. New Business

There was no new business.

10. Other

The current West Virginia Northern fall schedule was distributed to the Board.

Dr. Olshinsky met with the Foundation Board today. He learned that the Foundation Board and the Board of Governors have never met jointly. President Olshinsky recommended a future meeting be held with the Foundation and Board of Governors to discuss where the College is headed and how the two groups can work together in moving the College forward.

West Virginia Northern has had an agreement with the Stifel Center the past several years and will be offering 11 classes in the fall relating to the school of dance. Classes will be conducted in Weirton, New Martinsville, the new Education Center and at the Stifel Fine Arts Center.

Commencement is scheduled for May 14, 2006 at the WesBanco Arena. Board members were asked to complete and submit to the President's Office forms for caps and gowns if they plan to attend the ceremony. Mr. Wycherley will bring the name of this year's distinguished alumni back to the Board in April. He stated that the name of Robert Ortiz, Respiratory Care graduate, was held until this year as the Alumni Association's choice for this award. If approved by the Board, the award will be presented to Mr. Ortiz at commencement on May 14. Soloist for commencement will be Chelsea Ellis, a Northern student on the New Martinsville campus.

Mr. DeFrancis invited the Board to the Recognition Dinner scheduled for Friday, April 7. The dinner was to be held at the Ramada but, due to bankruptcy, another location will be decided upon on Monday. Mr. DeFrancis will get information out to the Board on this change.

11. Adjournment/Next Meeting

Mr. Kaser made a motion to adjourn the meeting at 6:30 p.m. Mr. Danford seconded the motion. Motion carried. The next Board of Governors meeting will be held on April 27, 2006 at 5:00 p.m. in the President's Board Room. Classified Staff Council will give a presentation at that meeting.

Minutes respectfully submitted by,

Minutes approved by,

Linda K. Dudash
Administrative Assistant Sr.

Anne Dieckmann-Harman
Board of Governors Secretary