

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

**Thursday, October 26, 2006 - 5:00 p.m.  
B&O East Auditorium**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, October 26, 2006 in the B&O East Auditorium on Wheeling campus.

**1. Call to Order**

Ms. Boyd convened the meeting at 5:05 p.m.

**2. Roll Call**

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

Other guests included: Dr. Martin Olshinsky, President; Larry Bandi, Dean, Business/Finance/Facilities; Robert DeFrancis, Dean, Community Relations/Institutional Advancement; Janet Fike, Dean, Enrollments Management; Mike Koon, Vice President/Dean, Economic/Workforce Development and Interim Vice President, Academic Affairs; Larry Tackett, Dean, New Martinsville campus; Brian Trischler and Lou Costanzo, Auditors, Costanzo and Associates; and Michele Blum, Wheeling Intelligencer.

**3. Approval of Minutes (August 24, 2006 and September 28, 2006)**

There were no changes or additions to the draft minutes of August 24, 2006 and September 28, 2006. Minutes were accepted as distributed.

**4. Board Chair Report**

**A. Hearings and Petitions**

There were no hearings or petitions.

**B. Resolution**

Dr. Olshinsky read the resolution for W. Keith Jones, Board member from 2001-2006, thanking him for his service.

## 5. President's Report

### A. Peer Selection Status Report

A proposed peer list for West Virginia Northern Community College was given to the Board. Colleges on the list are those West Virginia Northern will be compared to for the next six years. Dr. Olshinsky credited Mr. Koon and Mike Smith for filtering through the list to check variables. College administration came up with 15 out of the 20 as its choice of peers from the proposed peer list. The list will be finalized in January 2007. Dr. Olshinsky explained the process used by MGT to determine peers for each college.

### B. Report on Scholarship Dinner

Over 300 people attended the Friends of the College Scholarship Dinner on September 30. Approximately \$8,500 in proceeds from the dinner will be divided among the three campuses for student scholarships. A final dollar figure for the dinner will be available by the next Board meeting.

### C. Adoption of Institutional Goals

Institutional Goals were distributed to the Board. Goals are reflective of what the College is working toward and they will be used for improving institutional effectiveness and budgeting. **Mr. Klempa made a motion to adopt the Institutional Goals as presented. Mr. Gilmore seconded the motion. Motion carried.** Updates on the goals will be provided to the Board on a regular basis.

### D. IPEDS Report

IPEDS is a government reporting agency the College reports to three times a year. Mr. Koon explained how IPEDS operates. Information on faculty, salaries, and numbers of students by program goes into the IPEDS database and is a determining factor in how the College's peers are chosen.

Dr. Olshinsky reviewed the 2006 IPEDS report for West Virginia Northern and informed the Board in what areas the College needs to focus (e.g. staffing, scholarships, emphasis on appropriate degrees that will transfer). Institutional Goals will address IPEDS issues.

## **E. Activities for the Month of October**

Dr. Olshinsky's accomplishments for the month of October are as follows:

### *OUTREACH*

- Hosted Tri-Community College meeting to expand on the College's projects for joint grants, marketing and best practices. Nursing faculty from all three institutions are looking at retention and ways to coordinate clinicals.
- Explored partnership possibilities with Wheeling Jesuit University in areas of purchasing, personnel, and academics
- Provided all legislators with information on the Community and Technical College agenda for the next budget year. The goal is to keep legislators informed about the College's needs and to keep them informed about the impact of legislation on Northern.

### *INTERNAL*

- Revised institutional objectives to ensure the goals are reached. Objectives and associated action items are measurable and time bound with individuals accountable for their completion.
- Working with staff on new initiatives to increase enrollment, enhance student services and expand marketing. These efforts are tied to the College's goals and institutional effectiveness.

### *ACADEMICS*

- Signed an articulation agreement with WJU in Computer Technology. Northern is the first institution WJU has signed a full-fledged agreement with. West Virginia Northern is planning to expand options with the University.
- Efforts are underway to address issues concerning merit pay and assessment

## **6. Administrative Staff Reports**

### **A. Dean of Business, Finance, Facilities Report**

#### **• Audit**

Mr. Bandi introduced Brian Trischler and Lou Costanzo of Costanzo and Associates. Mr. Trischler and Mr. Costanzo reviewed the audit that was completed for June 30, 2006. No material weaknesses were found in internal control over financial reporting and its operation. There were no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*. Mr. Trischler stated

Costanzo and Associates issued reports at the highest level for Northern's Accounting Department.

A letter dated September 15, 2006 from Costanzo and Associates mentions several opportunities for strengthening internal controls and operating efficiencies. Status of comments will be reviewed during the next audit engagement. Mr. Bandi responded in a positive manner to the Costanzo letter listing procedures that have been implemented or expanded.

**Mr. Jones made a motion to approve the audit as presented by Mr. Trischler and Mr. Costanzo. Motion was seconded by Zac Wycherley. Motion carried.**

Dr. Olshinsky gave due recognition to Mr. Bandi and his department for a job well done.

Mr. Bandi thanked Mr. Trischler and Mr. Costanzo for their work on and presentation of the audit.

- **Update on Hazel-Atlas Building**

Mr. Bandi has been working with Robin Purdue relative to the Hazel-Atlas property. The State does not intend to move forward on Northern's proposal until after they have completed the restructure in Mr. Purdue's department (within the next 60-90 days). Mr. Bandi asked the Board's permission to look into a second appraisal of the Hazel-Atlas property.

**Mr. Gilmore made a motion to approve a second appraisal of the Hazel-Atlas building. Mr. Craycraft seconded the motion. Motion carried.**

## **B. Interim Vice President for Academic Affairs Report**

Mr. Koon informed the Board that the Higher Learning Commission will conduct a focus visit at the College in November 2007. The office of Academic Affairs and the Assessment Team is working on formalizing data on assessment for the 2007 visit. Meetings have been held with divisions and faculty relative to assessment. Faculty are working on the following:

- Reviewing master course guides. (Learning objectives) Faculty will keep up with 5-10 course learning outcomes for each course
- Developing a process to assess programs on a regular cycle.
- Developing a program assessment matrix and a formal program activity assessment.

- Looking at general education competencies and determining how to best address the competencies.

A mini assessment activity will be held in January.

A meeting is scheduled with Division Chairs on October 27 to determine what programs will be reviewed next year (approximately 3-5 programs). State policy states that programs are to be reviewed every five years. West Virginia Northern rules state programs are to be reviewed every three years.

Ms. Boyd and Mr. Gilmore commended Mr. Koon for getting faculty on board and for progress being made in the area of assessment.

### **C. Dean/Community Relations/Institutional Advancement Report**

The Nano-technology grant application submitted by WVNCC was rejected. The College is searching for an outlet for the Nano-technology grant through a Charles Edison fund grant. Emily Fisher has written two grants for the College: Wheeling Lions Club for \$12,000 for the visually and hearing impaired and a \$5,000 grant to the Sands Charitable Trust.

The College received \$8,000 of the Social Justice Initiative Grant for Black History Month and Native American month activities.

### **D. Enrollments Management Report**

#### **● Census Report**

Ms. Fike reported that the College census report was distributed and numbers are slightly up (FTE is up 19% from last year). An end-of-semester report will be provided to the Board in January.

#### **● Student Code of Conduct Rule – 2<sup>nd</sup> Reading**

Ms. Fike reviewed changes and additions to the Student Code of Conduct Rule as presented in the Board agenda booklet. **Mr. Klempa made a motion to approve the Rule as presented. Mr. Kaser seconded the motion. Motion carried.**

### **E. Dean, Weirton Campus**

Dr. Olshinsky reported that the zoning ordinance in Weirton is preventing the campus from building a shed. The ordinance is being reviewed. The mayor informed the College

it is likely the College will receive approval for building the structure in the next few weeks.

## 7. Old Business

There was no old business.

## 8. New Business

### A. Rotation of Board Meetings

After a brief discussion, the Board decided to hold one meeting a year at each of the other two campuses.

### B. Faculty, Staff and Student Meetings with Board

Faculty, staff and student meetings will be set up with the Board in 2007.

### C. Status of Board Appointments

Dr. Olshinsky reported a letter was received from the Governor's office relative to an appointment to the vacancy left by Mr. Jones departure from the Board effective November 1. The Governor's office is working on appointments.

## 9. Adjournment/Next Meeting

**Mr. Craycraft made a motion to adjourn the meeting at 6:45 p.m. Mr. Freeland seconded the motion. Motion carried.** The next Board of Governors meeting will be held on December 5, 2006 at 11:00 a.m. in the President's Board Room followed by the Yuletide luncheon in the Culinary Arts Dining Room.

Minutes respectfully submitted by,

Linda K. Dudash  
Executive Secretary to the President

Minutes approved by,

Anne Dieckmann-Harman  
Board of Governors Secretary