

OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, January 26, 2012 – 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 26, 2012 in the B&O Board Room on the Wheeling campus.

1. Call to Order

Ms. Berry convened the meeting at 5:05 p.m. as Mr. Craycraft participated in the meeting by phone.

2. Roll Call

Roll call was taken by Linda Dudash. Members in attendance were: Brann Altmeyer, Rita Berry, Dr. Darrell Cummings, Kathi Ferrebee, Lucy Kefauver and Gus Monezis. Phone: Joe Craycraft and Mary K. DeGarmo. Excused: Christin Byrum, John Clarke and Fred Renzella. Guests included: Dr. Martin Olshinsky, President; Bob DeFrancis, Dean, Community Relations; Janet Fike, Vice President, Student Services; Emily Fisher, Executive to the President for Development; Mike Koon, Weirton Campus Dean/Vice President of Workforce Development; Steve Lippiello, Chief Financial Officer/Vice President of Administrative Services; and Dr. Vicki Riley, Vice President, Academic Affairs. Others: Pam Woods, Institutional Research Director.

3. Approval of Minutes (October 27, 2011 and December 5, 2011)

Mr. Monezis made a motion to approve the minutes of the meetings of October 27, 2011 and December 5, 2011 as presented. Mr. Altmeyer seconded the motion. Motion carried.

4. Board Chair Report

• **Hearings and Petitions**

There were no hearings or petitions.

5. President's Report

Dr. Olshinsky reported the College will be looking into tuition increases, budget approvals and potential raises for College employees. Building issues will also be on the College's agenda in the next few months. Dr. Olshinsky will send information to the Board relative to Northern's tuition vs. other WV community colleges and compared to nationwide rates.

Regarding Board meetings, Dr. Olshinsky suggested members give thought to their time preference for future Board meetings—in the evening, in the morning or at lunchtime.

- **Some Highlights of the President’s Activities for the Month of January are as follows:**

- Participated in a Title III consultant review. Received guidelines on Title III.
- Provided the attorneys for the ECS with the response that the College is not interested in the facility at the asking price. Opted for the process of first refusal. The College will look into other ways of proceeding.
- Conducted Weirton campus dean interviews and determined the search needed to be extended. A new search will be initiated in spring 2012. Mr. Koon will be the dean for the near future. Received money from Chancellor’s office to hire an assistant in workforce. The Chancellor’s office will pay for the position for two years.
- Received \$250,000 to start a Middle College in Hancock County. Start date is expected in January 2013.

Information relative to Northern’s assets compared to assets of the other WV Community College institutions was distributed to the Board. Dr. Olshinsky will send additional data to the Board on how Northern compares to its peers and the nation relative to assets once data is received.

6. Administrative Staff Reports

A. CFO and VP of Administrative Services Steve Lippiello

- **2013 Budget Update**

A presentation was given to the Board on the preliminary FY 2013 budget. Information was presented on the following: capital requests, OTPS budget, state funding, other state and federal funding, revenue projections, future timeline, project updates.

Dr. Olshinsky asked that Mr. Lippiello begin to look at the process of revenue vs. programs (e.g. are the College’s programs breaking even, are they profitable or not profitable).

Mr. Lippiello received notice from the state that Northern’s appropriations have not been decreased. No information has been received to date on Perkins funding.

In early February, the OTPS budget will be reviewed and finalized. The first official reading to the Board will be in February and the final presentation of

the FY 2013 budget will go before the Board in March. Budget information will be sent to the Board prior to the meeting date.

- **Project Updates: Weirton Addition & Wheeling Parcels**

Official opening for the Weirton addition is February 6.

Regarding the Wheeling parcels, specifications and design for the Applied Technology Center will be ready on January 31 for those who want to bid on the contract. The Barnes & Noble/Student Activity Center is delayed until the end of February. Capital requests have been submitted to the state to fund a day care center with the planned bond issue.

- **Wheeling Security**

Officer R.J. Faldowski began work on January 3 as a full-time police officer on the Wheeling campus. Security service on the Wheeling campus has been extended to Saturday from 9 a.m. until 3 p.m. on a trial basis.

B. Vice President Student Services.....Janet Fike

- **Spring Enrollment Numbers**

An enrollment report was given to the Board by Dr. Olshinsky in the absence of Ms. Fike.

C. Vice President of Academic Affairs Dr. Vicki Riley

- **Textbook Affordability**

In 2010, the state passed Series 51, a rule establishing process and guidelines for institutions to adopt rules governing the selection, adoption, use and sale of textbooks and other course materials. Dr. Riley reported Northern submitted a compliance report to the state in October 2011; however, no response to the report has been received. The report outlined the following: deadlines established for faculty to be assigned to courses, deadlines for textbooks and course materials to be selected, percentages of deadlines met and dates the listing of assigned textbooks and materials were posted pursuant to the requirements of Section 3.1.5 of the rule.

- **Title III Grant Update**

Dr. Riley reported the College brought in a Title III consultant and it was determined the College is on track on its implementation of projects.

7. Old Business

- **Election of Officers**

Dr. Olshinsky talked with Mr. Craycraft relative to continuing as Board chair until August 30, 2012 and Mr. Craycraft agreed to do so. An election was conducted for the positions of vice chair and secretary of the Board. **Mr. Altmeyer made a motion to nominate Dr. Darrell Cummings as vice chair of the Board until August 30, 2012. Mr. Monezis seconded the motion. Mr. Altmeyer made a motion to nominate Mr. Monezis as secretary of the Board through August 30, 2012. Ms. Kefauver seconded the motion. Mr. Altmeyer moved that nominations be closed. All Board members voted in favor of the slate presented through August 30, 2012.**

8. New Business

- **Resolution – Bill Haught**

Due to the departure of one Board member, no quorum was present to vote on the resolution for Bill Haught. This item will be placed on the February agenda.

9. Adjournment/Next Meeting

Ms. Berry adjourned the Board meeting at 5:55 p.m.

The next Board meeting is scheduled for Thursday, February 23, 2012 at 5 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

Joe Craycraft, Board Chair
(In the absence of a Board
Secretary)