

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

**Thursday, May 25, 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, May 25, 2006 in the B&O East Auditorium on Wheeling campus.

1. Call to Order

Ms. Boyd convened the meeting at 5:00 p.m.

2. Roll Call

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

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; Dr. Barry Good, Vice President, Academic Affairs; and Mike Koon, Vice President/Dean, Economic/Workforce Development.

3. Approval of Minutes (April 27, 2006)

Mr. Danford recommended the following changes to the minutes of April 27, 2006: On page two, item five, add a sentence to the end of the section to read: Staff to student ratio was discussed. On page five, item eight, add *real estate* to the end of the incomplete sentence. Also, add the following sentence: There was no action required upon return to regular session.

Ms. Harman made a motion to accept the minutes of April 27, 2006 as amended. Mr. Danford seconded the motion. Motion carried.

4. Board Chair Report

A. Hearings and Petitions

There were no hearings or petitions.

B. Board Elections

Dr. Olshinsky reported that Ms. Boyd and Ms. Harman's terms will expire on June 30. For the position of Chair, Ms. Boyd stated she is willing to serve again if she is re-appointed to the Board and if she is nominated. (Members are permitted to remain in a position until someone is appointed to serve; they are permitted to vote.)

Mr. Gilmore nominated Ms. Boyd for the position of Chair. Mr. Danford seconded the nomination. Ms. Boyd accepted the nomination. Mr. Danford moved to close nominations. Mr. Gilmore seconded the motion. Motion carried. Ms. Boyd will continue to serve as Chair of the Board unless she is not re-appointed.

Mr. Klempa nominated Mr. Craycraft for the position of Vice Chair. Mr. Danford seconded the motion. Motion carried.

For the position of Secretary, Ms. Harman agreed to serve again if she is re-appointed to the Board. **Mr. Danford nominated Ms. Harman for the position of Secretary of the Board. Mr. Gilmore seconded the motion. Motion carried.** Ms. Harman will continue to serve as Secretary of the Board unless she is not re-appointed.

5. President's Report

A. Activities for the Month of April/May

Dr. Olshinsky's accomplishments for the months of April/May are as follows:

- Reported that West Virginia Northern has made major strides through Fred Oelschlager in the EDGE program.
- Met with Delegate Varner to discuss the needs of Consolidated Coal.
- Made presentation to Lions Club; three students gave their testimony on how West Virginia Northern has changed their lives. Future fund raising and awareness activities will focus on Northern's ability to change lives supported by student testimonies.
- Attended reception hosted by Governor Manchin in support of PTK All-American Team. Northern had the largest contingent in West Virginia (5 students).
- Met with WLSC President and Provost to implement additional articulation agreements and to implement joint marketing.
- Implemented merit recommendation of Faculty Senate. The process establishes clear guidelines and faculty awarded or denied merit are aware of the system.
- Met with John Marshall school officials to implement programs within the school district and to develop cooperative strategies for secondary-elementary students.
- Received approval from WV Community and Technical College Council on tuition increase for West Virginia Northern at \$76/credit hour.

6. Administrative Staff Reports

A. Dean of Business, Finance, Facilities Report

- **Second Reading of Proposed Budget**

Information on the 2007 budget was included in the Board packet for second review.

Mr. Bandi reported that West Virginia Northern Community College was second in the State to fully fund the classified staff on the Mercer scale. Salary increases for faculty include faculty merit, promotions, equity, rank and across-the-board increases. Dr. Olshinsky is looking into where WVNCC stands in comparison with other colleges relative to faculty salaries. Non-classified staff will also receive salary increases.

Ms. Harman made a motion to accept the FY 2007 budget as returned to the Board for second reading. Mr. Klempa seconded the motion. Motion carried.

- **Update on Hazel-Atlas Building**

Regarding the Hazel-Atlas building, Mr. Bandi has been working with the office of the Department of Administration for the State of West Virginia and they have assigned West Virginia Northern's case to Robin Perdue. This is in process and Mr. Bandi stated the College is not sure how it will proceed based on whether or not the State wants to use the Hazel-Atlas building for a State office building. Several other meetings have been set with individuals relative to the Hazel-Atlas building. There have been no offers to purchase the building, only offers to lease it. The State will be given the first option on the Hazel-Atlas building.

- **Court of Claims Suit**

A formal Court of Claims filing has been received by the College from Colaianni Construction for \$217,000 (RE: Education Center). Former Board member, David Robertson, suggested the College obtain an outside firm to represent the institution. Mr. Bandi contacted the Attorney General's office and received approval from them to have Mike Galloway from Steptoe and Johnson represent the College. Mr. Galloway's office will file a response by June 2. Mr. Bandi offered to forward a copy of the response to the Board if they were interested. Despite the disputes, Mr. Bandi stated that Colaianni has done an outstanding job on the Education Center and the College continues to maintain a good working relationship with the company. Sue Pelley and Bill Forbes were commended by Mr. Bandi on the great job they did working with contractors and overseeing the project.

- **Other**

A copy of the Financial Accounting and Reporting Certificate presented to West Virginia Northern Community College for outstanding performance was distributed to the Board. Mr. Bandi received the certificate on behalf of the College for preparation of the year end closing at the Annual Financial Accounting and Reporting Seminar.

B. Vice President Academic Affairs Report

- **Meeting with 2 + 2 Articulation (WJU and WLSC)**

Dr. Good met with individuals from West Liberty State College to discuss 2 + 2 agreements. He reported the College has five pending articulation agreements with West Liberty. Meetings have also been conducted at Wheeling Jesuit University with Dr. Birge to discuss transfer options between West Virginia Northern and Wheeling Jesuit. Carol Cornforth spearheaded a meeting with WJU relative to Computer Information Technology. An agreement in computer technology is ready for signature by the President. Wheeling Jesuit has expressed interest in collaboration with the respiratory care technologies.

- **Strayer University Visit**

Strayer University (involved in Computer Science and Business) contacted Dr. Good several weeks ago wanting to make an articulation agreement with West Virginia Northern relative to student transfers. A final articulation agreement is expected from them soon.

- **Other**

Dr. Good will attend a conference on international education in Charleston in two weeks. He stated that manufacturing and exporting are important to this curriculum.

On May 30, Dr. Good, Mike Koon, Margaret Zoeckler and four people from WVU will be going to Penn State University to visit their NanoTechnology Department. West Virginia Northern is contemplating modeling the NanoTechnology Department in a pilot program.

C. Vice President/Dean of Economic/Workforce Development

- **Compact Strategies & Institutional Goals**

Compact Strategies for 2006-2007 were included in the Board agenda packet as an informational item; no action was needed by the Board.

Institutional goals with action items, individual titles for those responsible for the goals and timelines will be distributed in the Board agenda packet for the meeting of August 24, 2006.

D. Foundation Report

- **Final Report on Brick Campaign**

Mr. DeFrancis reported that the Foundation Buy a Brick Campaign has ended. Pavers are on order and logos have been sent in. Confirmation has been received stating the order will be in by the end of June. The College is awaiting a bid from a landscaper on a design for the area of the bricks. An order was placed for 1000 brick pavers to fill in the blank area surrounding the bricks.

- **Update on Civil War Memorial**

Mr. DeFrancis, Dr. Olshinsky and Larry Bandi have been involved in the Civil War Memorial Board. At the last commission meeting, money was received from the following to move the project through to September: City of Wheeling (\$12,000), Ohio County (\$50,000), and Wheeling Convention and Visitor's Bureau (\$12,000). The committee is awaiting legislative honorary designation for the project. The next Civil War Memorial Board meeting is scheduled for June 21 at noon at the Fort Henry Club.

E. Dean of Computer Information/Communications Technology

Dr. Jones was unable to attend the Board meeting due to a prior commitment. Dr. Olshinsky summarized a report Dr. Jones prepared for the Board on telephone systems, data network and computers. Voice over Internet Protocol (VoIP) telephone system for the Education Center has been purchased and installed. The VoIP telephones will be used on a trial basis at all three campuses. A total of 88 new PC's will be installed in the Education Center's computer labs.

7. Old Business

There was no old business.

8. New Business

Dr. Olshinsky will follow up with Chancellor Skidmore regarding the process to be used to re-appoint Board members.

Charmaine Carney was re-elected by Student Senate as President for 2006-2007 and will, therefore, remain on the Board for another year.

Mr. Bandi reported that B&O renovation of the Chemistry Lab will be completed the week of June 5.

9. Executive Session

At 5:45 p.m., Ms. Harman made a motion to enter into Executive Session to discuss a personnel matter. Mr. Danford seconded the motion. Motion carried.

At 6:10 p.m. Mr. Gilmore made a motion to come out of Executive Session. Mr. Danford seconded the motion.

The Board offered to extend the contract for Dr. Olshinsky for a two-year period and set his salary at \$127,935 for the next calendar year. Mr. Gilmore made a motion to extend Dr. Olshinsky's contract for a two-year period and set his salary at \$127,935 for the next calendar year. Mr. Klempa seconded the motion. Motion carried.

10. Other

Mr. Bandi reported that he received a response from the Court of Claims while the Board was in Executive Session.

There will be no Board meetings in June or July. Dr. Olshinsky will e-mail the Board through the summer on major events.

Dedication of the Education Center is scheduled for August 10 at 2:30 p.m. Dr. Olshinsky invited the Board to attend.

11. Adjournment/Next Meeting

Ms. Harman 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 August 24, 2006 at 5:00 p.m. in the President's Board Room.

Minutes respectfully submitted by,

Minutes approved by,

Linda K. Dudash
Administrative Assistant Sr.

Anne Dieckmann-Harman
Board of Governors Secretary