

**OFFICIAL MINUTES  
BOARD OF GOVERNORS MEETING  
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE  
Thursday, May 27, 2010 – 5:00 p.m.  
B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, May 27, 2010 in the B&O Board Room on the Wheeling Campus.

**1. Call to Order**

Mr. Craycraft convened the meeting at 5:15 p.m.

**2. Roll Call**

Roll call was taken by Linda Dudash. Members in attendance were: Conner Boyd, John Clarke, Joseph Craycraft, Dr. Darrell Cummings, Mary K. DeGarmo, Bill Haught, and Zac Wycherley. Excused: Rita Berry, Anne Dieckmann Harman, Deborah Keener, and Gus Monezis.

Guests included: Dr. Martin Olshinsky, President; Bob DeFrancis, Dean, Community Relations; Mike Koon, Vice President of Economic and Workforce Development; and Dr. Vicki Riley, Vice President Academic Affairs.

**3. Approval of Minutes – Meeting of 2010**

Mr. Wycherley suggested the typo in the first sentence on page four under Presentation on Student Fees be corrected to read: ...Fee Planning Schedule (Per semester) for academic year 2010-11. Mr. Clarke made a motion to accept the draft minutes of April 22, 2010 as amended. Ms. Boyd seconded the motion. Motion carried.

**4. Board Chair Report**

• **Hearings and Petitions**

There were no hearings or petitions.

**5. President's Report**

**A. Board of Governors Training**

PowerPoint presentations, developed by Bruce Walker for the purpose of meeting the statute requirements for Board training, were e-mailed to Board members on May 18 for review. The presentations are considered as three hours training for all members who took part in the presentation. Each member, with the exception of the student member of the governing board, is required, by statute, to complete at least six hours of training and development within every two years of service. Within six months of beginning service on a governing board, a Board member must complete at least three hours of training and development relating to their duties as a Board member.

Dr. Olshinsky reviewed information from the following presentations with the Board: (1) Powers, Duties, and Responsibilities of the Policy Commission, (2) The West Virginia Ethics Act Chapter 6B of Code, (3) Meeting Scenarios, (4) Open Governmental Proceedings Act, and (5) Is This a Meeting?

Certification of Completion of Training Forms will be sent to Board members for signature to confirm they have reviewed the PowerPoint presentations for credit as Board training.

## **B. Board Member Resignation**

Dr. Olshinsky reported J.W. Freeland submitted his resignation as a member of the Board on May 24, 2010, effective immediately. Dr. Cummings recommended Ms. DeGarmo fill the vacancy left by Mr. Freeland. Dr. Olshinsky will forward the recommendation to the Governor's Office.

Ms. DeGarmo has submitted her resignation from the Board effective June 30, 2010. Fred Renzella, Superintendent of Marshall County Schools, has been recommended to fill the vacancy.

## **C. Fundraising Rule – 2<sup>nd</sup> Reading**

Board members received comments relative to the Fundraising Rule submitted by faculty, staff and students as well as an updated version of the Fundraising Rule. Dr. Olshinsky explained accountability issues associated with the Rule. No action was taken on the Rule at this meeting; however, action will be taken on the Rule at the next Board meeting.

## **D. Highlights of the President's Activities for the Month of April**

Some of the activities reported on by President Olshinsky for April are as follows:

- Signed an articulation agreement with Mountain State University in Business Administration/Accounting through the efforts of the academic department
- Working with Mott Community College to expand their Gates Foundation Grant to Northern

## **E. Revisit Faculty/Staff Compensation (Action)**

At the April 22, 2010 Board meeting, faculty/staff/administration compensation was discussed. Although pay increases have not passed in the Governor's Office, a one-time issue of an "enhancement" is being considered. Dr. Olshinsky asked the Board for approval of the College to move forward with an enhancement if approved by the Governor's Office. The money would be distributed over one-year from the starting date and would be divided out over that year in monthly increments.

**Mr. Clarke made a motion to approve the enhancement and not exceed the previous agreed-upon amount (3% raises for administrators and staff employed 15+ years and faculty would move two steps on their pay scale). Mr. Haught seconded the motion. Motion carried.**

## **6. Administrative Staff Reports**

### **A. CFO and Vice President of Administrative Services – Steve Lippiello (unable to attend meeting)**

- Third quarter financial results for March 31, 2010 and 2009 were included in the Board agenda booklet.

### **B. Vice President Academic Affairs – Dr. Vicki Riley**

- **Program Reviews (Action)**

Post-audit reviews for 2009-10 were presented to the Board with a recommendation for approval for continuation of the following occupational programs: (1) Hospitality – Associate in Applied Science, (2) Clinical Medical Assisting – Associate in Applied Science and Administrative Medical Assisting – Certificate Program, and (3) Associate in Applied Science – Powerplant Technology.

**Ms. DeGarmo made a motion to approve the occupational programs, as presented, for continuation. Mr. Wycherley seconded the motion. Motion carried.**

Dr. Riley reported the College received notification last week that the Medical Assisting Program received accreditation.

## **7. Old Business**

There was no old business.

## **8. New Business**

There was no new business.

**9. Executive Session**

**Ms. Boyd made a motion the Board enter into executive session at 5:55 p.m. to discuss real estate and presidential review. Mr. Haught seconded the motion. Motion carried.**

**Ms. Boyd made a motion the Board come out of executive session at 7:10 p.m. Mr. Haught seconded the motion. Motion carried.**

**10. Adjournment/Next Meeting**

**Ms. Boyd made a motion to adjourn the meeting at 7:10 p.m. Mr. Haught seconded the motion. Motion carried.**

There will be no Board meeting in the months of June and July. The next Board meeting is scheduled for Thursday, August 26, 2010 at 5 p.m. in the B&O Board Room.

Minutes respectfully submitted by,

Minutes approved by,

Linda K. Dudash  
Executive Secretary to the President

Anne Dieckmann-Harman  
Board of Governors Secretary