

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, March 25, 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, March 25, 2010 in the B&O Board Room on the Wheeling Campus.

1. Call to Order

Mr. Craycraft convened the meeting at 5:07 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, Bill Haught, Deborah Keener and Zac Wycherley. By Phone: Mary K. DeGarmo. Excused: Rita Berry, J.W. Freeland, Anne Dieckmann Harman and Gus Monezis.

Guests included: Dr. Martin Olshinsky, President; Peggy Carmichael, Human Resource Director; Bob DeFrancis, Dean, Community Relations; Janet Fike, Dean, Enrollments Management; Emily Fisher, Executive to the President for Development; Mike Koon, Vice President of Economic and Workforce Development; Steve Lippiello, CFO/ Vice President of Administrative Services; Dr. Vicki Riley, Vice President Academic Affairs; and Larry Tackett, Dean, New Martinsville Campus. Other guests (RE: Student Presentation): Shannon Payton, Director, Student Union Activities; and students: Eva Reddy, Sigourney Tabor, Scott Ullom and Stacey Wiczorkowski. Program Directors: Thomas Danford, Michael Davis, Marian Grubor, Kathy Herrington, Teresa Ramsey and James Tully. Staff: Candice Stadler.

3. New Student Representative, Student Presentation and Scholarship Recipient

Deborah Keener was introduced as the student who will complete the remainder of the term for Miranda Postle, student representative to the Board who submitted her resignation on February 25, 2010.

A presentation was given by Shannon Payton, Director, Student Union Activities; and students: Sigourney Tabor and Scott Ullom. Topics included: Student Government Association (SGA) set up, responsibilities and executive board; Campus Activities Board; WV student leader activities; student activities blog; student community engagement (SGA raised over \$14,000 for organizations); and, for the fourth year in a row, WVNCC received the President's Community Award.

Northern PTK student Brandi Barton received national recognition through the Coca Cola Scholarship Foundation. Ms. Barton will receive a \$1,000 award.

4. Approval of Minutes – Meeting of January 28, 2010

Mr. Wycherley made a motion to accept the draft minutes of January 28, 2010 as presented. Mr. Clarke seconded the motion. Motion carried.

5. Board Chair Report

- **Hearings and Petitions**

There were no hearings or petitions.

6. President's Report

A. Legislative Update - SB 480 and SB 219

Dr. Olshinsky reported SB 480, that would require West Virginia public colleges and universities to participate in the federal Yellow Ribbon G.I. Education Enhancement Program, was to be processed through the Governor's Office, however, technical errors have delayed the bill from proceeding.

SB 480, relating to personnel, looks at where classified staff are on the Mercer Scale and requires community colleges to take steps to move staff to the appropriate step on the scale if the institution has not already moved forward. Salary increases will not be approved for personnel at institutions not having staff at full funding on the Mercer Scale. Presently, SB 480 is waiting for special session.

SB 219 involves vehicles and control of their use.

B. Faculty Absence Procedure

The Faculty Absence Procedure was presented to the Board as an informational item; no action was required. A summary chart on the presidential practice regarding full-time faculty absence was included in the Board agenda booklet.

C. Highlights of the President's Activities for the Months of February and March

Some of the activities reported on by President Olshinsky for the months of February and March are as follows:

- Held discussions with Wheeling Jesuit University on 2 + 2 programs, plus partnering on community activities
- Held discussions with the Benedum Foundation relative to representative opportunities in vocational training and expanding the Middle College to Wetzel County
- Provided information on Northern to a variety of trust managers

Handouts provided to the Board at the meeting included a letter from Governor Manchin relative to a freeze on tuition rates during the coming academic year, Fall Data Report for Northern Middle College High School, an article by Tamar

Lewin titled *For Students at Risk, Early College Proves a Draw*, an article on Challenge Early College High School, WVNCC Spring 2010 Enrollment Comparison Report, Northern's Affirmative Action Plan and WVNCC's Fall 2010 Schedule of Classes.

Dr. Olshinsky stated the next phase of the Middle College is to look at academies for students not challenged enough in high school.

7. Administrative Staff Reports

A. CFO and Vice President of Administrative Services – Steve Lippiello

- **Budget**

Mr. Lippiello distributed and reviewed Northern's proposed budget for FY 2011. He reported the College continues to work on tuition and fee figures, and they will need to be finalized by April 16. Salary increases and tuition increases tend to be issues as the College goes through the budget process.

Mr. Lippiello reported the College has been approached by Center Town Fitness with a proposal for a possible partnership with them.

- **Asset Allocations**

The statement of revenues, expenses and changes in net assets for the period ended December 31, 2009 and 2008 was included in the Board agenda booklet and reviewed by Mr. Lippiello.

Mr. Lippiello suggested that the Board put aside unrestricted assets to be designated for an intended purpose (e.g. capital expansion). However, the Board would have the authority to re-designate any money. Information will be provided to the Board prior to the April 22, 2010 Board meeting regarding recommendations on allocating assets.

Mr. Haught made a motion to approve the financial statement as presented. Mr. Clarke seconded the motion. Motion carried.

- **Higher One**

Mr. Lippiello thanked Bob DeFrancis, Janet Fike and the committees that worked on making the transition to Higher One (financial aid disbursement service) a smooth process.

B. Dean, Enrollments Management – Janet Fike

- **Census Report**

The Spring 2010 Census Report was distributed and reviewed by Ms. Fike.

- **Honor Roll**

Ms. Payton announced the WVNCC Honor Roll at the beginning of the meeting.

C. Executive to the President for Development – Emily Fisher

- **Outside Sources of Funding**

Packets were distributed relative to fundraising efforts from the Office of Institutional Advancement. Ms. Fisher reviewed the information and thanked the Board for their contributions to the College. One-on-one meetings with trust professionals are being held by Ms. Fisher and Dr. Olshinsky as a source of fundraising.

Northern filed a Title IV grant for the disabilities program. Other grants in the works are a Title III grant and a science grant.

D. Vice President Academic Affairs – Dr. Vicki Riley

- **Program Review (Action)**

Dr. Riley reported program reviews are on a five-year cycle to make sure programs are on track and remain current. Program directors were introduced to the Board. Dr. Riley recommended continuation of all programs presented to the Board (Associate in Arts, AA; Associate in Science, AS; Board of Governors, AAS; Criminal Justice, AAS; Culinary Arts, AAS, CP; Human Services, AAS; Surgical Technology, AAS, CP).

Mr. Wycherley made a motion to approve the program reviews as presented to the Board. Mr. Haught seconded the motion. Motion carried.

E. Vice President, Economic and Workforce Development – Mike Koon

- **Workforce Training Update**

Mr. Koon gave a PowerPoint presentation on the four sectors of Workforce Development and informed the Board of what programming is offered within those sectors. Vice President Koon reported on some of the accomplishments of the Office of Workforce Development (e.g. 100% pass rate for phlebotomy students; services provided for dislocated workers, energy efficiency program with Pierpont). The office has enrolled over 2,100 students and has acquired grants for workforce training in excess of \$672,000.

F. Dean, New Martinsville Campus – Larry Tackett

- **Globaloria Project**

Dean Tackett gave a PowerPoint presentation on the Globaloria project which is done only in the state of West Virginia. The project is a program by World Wide Workshop Foundation to teach students in underdeveloped areas how to develop video games using social media tools. Northern began the program in January 2010 and is one of four colleges of higher learning involved in the project. Faculty will be going to Ohio County schools to see if they can incorporate Globaloria in their classes.

G. Director, Human Resources – Peggy Carmichael

- **Affirmative Action Plan**

Ms. Carmichael reported the Affirmative Action Plan for 2010-2012 has been completed. Recruiting efforts continue in the underutilized areas of executive management and minorities as Northern seeks to meet its goals by 2012.

8. Old Business

There was no old business.

9. New Business

There was no new business.

10. Executive Session

- Real Estate

Mr. Wycherley made a motion that the Board enter into executive session at 7:35 p.m. Mr. Clarke seconded the motion. Motion carried.

Mr. Haught made a motion that the Board come out of executive session at 8:00 p.m. Mr. Clarke seconded the motion. Motion carried.

11. Adjournment/Next Meeting

Mr. Haught made a motion to adjourn the meeting at 8:00 p.m. Mr. Clarke seconded the motion. Motion carried.

The next Board meeting is scheduled for Thursday, April 22, 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