

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

**Tuesday, December 6, 2005 - 11:00 a.m.
Hazel-Atlas Building – Room 430**

A meeting of the West Virginia Northern Community College Board of Governors was held Tuesday, December 6, 2005 in Room 430 of the Hazel-Atlas building.

1. Call to Order

Mr. Robertson convened the meeting at 11:05 a.m.

2. Roll Call

Roll call was taken by Linda Dudash. Members in attendance were: Conner Boyd, Charmaine Carney, Dr. Darrell Cummings, Tom Danford, Frank E. Gilmore, Danny Kaser, Orphy Klempa, David Robertson and Zac Wycherley. Excused: Ann Dieckmann Harman and W. Keith Jones. Also attending: Garnet Persinger.

Other guests included: Dr. Martin Olshinsky, President; Larry Bandi, Dean, Business/Financial Affairs; Robert DeFrancis, Dean, Community and Public Relations; Janet Fike, Dean, Enrollments Management; Dr. John Jones, Dean, Computer Information and Communications Technology; Dr. Barry Good, Dean, Academic Affairs; and Mike Koon, Vice-President/Dean, Economic and Workforce Development.

3. Minutes of October 27, 2005

Mr. Danford made a motion to accept the minutes of October 27, 2005 as presented. Mr. Cummings seconded the motion. Motion carried.

4. Board Chair Report

A. Hearings and Petitions

There were no hearings or petitions.

5. President's Report

Dr. Olshinsky highlighted his accomplishments for the past month. They include:

- GSA building acquisition was stopped by the Federal Government.
- Dr. Olshinsky and Mr. Bandi met with Congressman Mollohan relative to WVNCC (the Hazel-Atlas building) and the National Civil War project. Congressman Mollohan expressed interest in the Bio-Nano concept. Follow-up activities are underway.
- Met with several prominent area residents to seek funding for the new Education Center.

- Interacted with Dr. Bukowski at Belmont Technical College to discuss ways to partner. A meeting is scheduled to review reciprocity and assessment options.
- Explored Day Care options with Bill Gossett of King's Daughter's Child Care Centers. WVNCC is working toward offering students discounts for child care.
- Hosted First Lady Gail Manchin at the Governor's Office of Technology dedication. The First Lady was given a presentation on the College and the National Civil War Memorial.
- Met with Faculty Senate to discuss pay raise issues and merit pay criteria.
- Introduced new academic structure to faculty; agreement was reached relative to four department chairs. The structure will be posted pending Board approval. The new structure will have a Campus Dean to manage operations of each campus and provide outreach. Campus Deans will report directly to the President. Dr. Barry Good's title will change to *Vice President* of Academic Affairs. Mr. Danford reported the structure has approval of Faculty Senate. Questions of compensation have been discussed with administration.

Mr. Gilmore made a motion to approve the academic structure as presented. Mr. Danford seconded the motion. Motion carried.

6. Administrative Staff Reports

A. Dean of Business, Finance, Facilities Report

The WVNCC Financial Statement Observations for September 30, 2005 and First Quarter Interim Financial Statements for September 30, 2005 and 2004 were distributed in the Board agenda booklet.

Mr. Bandi reported the College is waiting on a re-order for lights in back of the B&O building. Parking lots in the back of the B&O will open by the end of the week. The College has decided to go out to the community to obtain feedback on what type sculpture might be displayed at the rear plaza area of the B&O.

Mr. Bandi reviewed the re-budget and stated it was approved at the President's Cabinet meeting in November. The re-budget includes the four Division Chairs.

Mr. Klempa made a motion to approve both the re-budget and the Quarterly Financial Statement as distributed. Ms. Boyd seconded the motion. Motion carried.

B. Foundation Report

Mr. DeFrancis reported on the proceeds of the Gala Event fund raiser in October. After expenses were paid, the College made \$8,076.78.

A second round of meetings is planned with the President and corporate leaders in town to further fundraising efforts for the Education Center. The Foundation is also planning a Buy-A-Brick Campaign.

C. Technology Report

Dr. Jones reported technology is on track, the Educational Center is coming along fine, and the College is authorizing wiring and surveillance for the new building.

Dr. Olshinsky informed the Board the College has submitted grants for pod casting.

D. Enrollments Management

Ms. Fike referred to Appendix E in the Board agenda booklet, the West Virginia Department of Health Division of Surveillance and Disease Control, which was submitted to the WV HEPC on November 15, 2005. A request was made by the College at the State level to either abolish or improve the process for first-time, full-time students. Letters have been sent to students relative to the immunization policy. Ms. Fike is trying to activate a change in this policy which would require *all* students to have the MMR immunization not just first-time, full-time students.

A report was given on spring enrollment. Ms. Fike is working with Student Senate on ways to bring in students. A free three-credit hour class has been designed for those who have been laid off in the tri-state area. Individuals are required to have a lay-off letter; classes are offered on a space available basis.

Ms. Fike distributed numbers on early entrance and EDGE. She explained the EDGE program is for high school students enrolled in technical programs; however, students do not get credit until they enroll in College. To date, 16 college fairs along with a number of financial aid workshops have been conducted for the fall 2006 semester. A marketing plan is underway to project a new image for outreach.

Counselor positions have been filled on all three campuses.

The 2006-2007 academic calendar was distributed for Board approval. It is possible the calendar will come back with an addendum to move graduation to a different date and location in the future. For 2006, graduation will remain at the WesBanco Arena. In the future, the College is looking at having the calendar process approved rather than having the calendar approved every year. Faculty return dates will be included in all calendars. **Dr. Cummings made a motion to approve the academic calendar as submitted with addendum of faculty return date included. Mr. Danford seconded the motion. Motion carried.**

E. Academic Affairs Report

Dr. Good reported the WVCCA annual conference was held at Stonewall Resort on November 4-5 with 18 Northern employees in attendance; 13 presentations on 9 different topics were given by WVNCC attendees including collecting data for retention, supplemental instruction and nano-technology.

Wheeling Jesuit University will offer a workshop on January 6, 2006 on Embedded Assessment. Four faculty from West Virginia Northern will attend.

A NISOD meeting is scheduled for May 2006 to celebrate excellence in teaching and leadership. Four Northern instructors will be recognized.

Nancy Parks from Fairmont State University will meet with heads of West Virginia Northern's newly-formed divisions and individuals assigned to those divisions to discuss assessment in their particular area the second week in January.

Mr. Koon will work with faculty on assessment; implementation should begin in spring.

7. Old Business

The following four policies were presented for second reading: Academic Integrity and Student Responsibilities, Catalog Rule, Renewal of Promise Scholarship, and Residents and Non-Residents for Admission and Fee Rule. **Dr. Cummings made a motion to approve all four policies as presented. Ms. Boyd seconded the motion. Motion carried.**

8. New Business

There was no new business.

9. Adjournment/Next Meeting

Meeting adjourned at 12:00 p.m. The next Board of Governors meeting will be held on January 26, 2006 at 5:00 p.m. in the President's Board Room.

Minutes respectfully submitted by,

Linda K. Dudash
Administrative Assistant Sr.

Minutes approved by,

Anne Dieckmann-Harman
Board of Governors Secretary