

**OFFICIAL MINUTES  
BOARD OF GOVERNORS MEETING  
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE  
Thursday, September 26, 2013 -- 5:00 p.m. -- B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, September 26, 2013 in the B&O Board Room on the Wheeling Campus.

**1. Call to Order**

Dr. Darrell Cummings convened the meeting at 5:00 p.m.

**2. Roll Call**

Members in attendance were: Brann Altmeyer (by phone), Christin Byrum, John Clarke, Bob Contraguero, Dr. Darrell Cummings, Frank DeCaria, Melissa Jones (by phone), Gus Monezis and Fred Renzella (by phone). Also: Margaret DeCola, interim classified staff representative to the Board of Governors. Excused: Mary K. DeGarmo and Toni Shute.

Guests included: Dr. Martin Olshinsky, President; Bob DeFrancis, Dean, Community Relations; Janet Fike, Vice President of Student Services; Mike Koon, Vice President of Workforce Development and Weirton Campus Dean; Steve Lippiello, Chief Financial Officer/Vice President of Administrative Services; and Dr. Vicki Riley, Vice President of Academic Affairs.

**3. Approval of Minutes (May 23, 2013 and August 22, 2013)**

Mr. Clarke made a motion the Board approve the minutes of the meetings of May 23, 2013 and August 22, 2013 as presented. Mr. Monezis seconded the motion. Motion carried.

**4. President's Report**

Dr. Olshinsky introduced the following: Bob Contraguero, new lay member to the Board of Governors; Frank DeCaria, faculty representative; and Margaret DeCola, interim classified staff representative. Due to Susie Barnette's resignation from the Board on September 9, 2013, Classified Staff Council will elect a new staff representative to the Board at their meeting on October 30.

**A. State Budget**

Dr. Olshinsky reported the College is preparing for the 7.5% budget cut proposed by the state for January 2014.

**B. Some Highlights of the President's Activities for the Month of September**

- Dr. Olshinsky reported he worked with College personnel to determine the direction for on-line programs. The goal is to have two or three programs operational by fall 2014.
- Grants were received for robotics and technical scholarships. The funding will assist Northern in establishing itself as a leader in technology education for the region.
- The college community has the full HLC report. The report will aid in systemic changes to the College for the next ten years.

## 5. Administrative Reports

### A. Vice President, Student Services ..... Janet Fike

#### -- Enrollment Report

Mrs. Fike explained the targeted vs. budgeted head count/FTE for each campus. She stated the College is currently at 96% of the FTE goal.

#### -- Military Friendly School

WVNCC received the designation of *Military Friendly School* for 2014. As a Military Friendly School, WVNCC will be provided with a basic listing in the 2014 Guide to Military Friendly Schools, which publishes in late September 2013.

### B. Vice President, Academic Affairs ..... Dr. Vicki Riley

#### -- Status of Credential Project – Higher Learning Commission

Dr. Olshinsky informed the Board the full 2013 HLC Report and the Executive Summary is posted on the College's Web page. Ms. Dudash will email Board members the link to the reports.

Dr. Riley reported the HLC team recommended Northern review faculty credentials to assure all necessary information is in faculty personnel files and instructors meet qualifications required to teach specific subject areas.

Program directors met to review each program and course taught to determine credentials needed in order to complete the faculty personnel files. Once credentials are identified, the Vice President of Academic Affairs will meet with the office of Human Resources to make sure personnel files are complete and changes are made as needed. A report will be submitted to HLC by the end of November on progress to date regarding faculty credentials and Northern's plan to validate credentialing as part of its hiring process.

### C. CFO/Vice President, Administrative Services ..... Steve Lippiello

#### -- FY2013 Preliminary Financial Results

Board members received information on FY2013 preliminary financial results. A positive report was delivered by Mr. Lippiello.

## 6. Old Business

There was no old business to discuss.

## 7. New Business

### A. Election of Officers

-- Board Chair: Mr. Clarke nominated Dr. Cummings for a second term as chair of the Board for 2013-2014. There being no other nominations, Mr. Monezis seconded the motion. All members voted in favor of Dr. Cummings being nominated chair of the Board for a second term (2013-2014).

-- Vice Chair: Mr. Monezis nominated Ms. DeGarmo for a second term as vice-chair of the Board for 2013-2014. Mr. Clarke made a motion to close the nominations. All members voted in favor of Ms. DeGarmo being elected as vice-chair of the Board of Governors for 2013-2014.

-- Secretary: Mr. Monezis nominated Christin Byrum for a second term as secretary of the Board of Governors. There being no other nominations, all members voted in favor of Ms. Byrum being elected as secretary of the Board of Governors for 2013-2014.

### B. Resolutions

Ms. Dudash read resolutions for Rita Berry, Joe Craycraft and Lucy Kefauver thanking them for their service on the Board. Mr. Monezis made a motion the Board accept the resolutions as presented for Ms. Berry, Mr. Craycraft and Ms. Kefauver. Mr. Clarke seconded the motion. Motion carried.

### C. Board Meetings through the End of 2013

The next Board meeting is scheduled for Tuesday, October 29, 2013 at 5 p.m. in the B&O Board Room. No meeting will be held in November. A brief Board meeting is scheduled for Tuesday, December 3, 2013 at 11:15 a.m. in the B&O Board Room prior to the Yuletide luncheon at noon in the Culinary Arts Dining Room.

## 8. Adjournment/Next Meeting

The meeting adjourned at 5:35 p.m. on a motion by Mr. Monezis and seconded by Mr. Clarke. Motion carried.

Minutes respectfully submitted by,

Minutes approved by,

Linda K. Dudash  
Executive Secretary to the President

Christin Byrum  
Board of Governors Secretary