

**OFFICIAL MINUTES  
BOARD OF GOVERNORS MEETING  
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE  
Thursday, January 23, 2014 -- 5:00 p.m. -- B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, January 23, 2014 in the B&O Board Room on the Wheeling Campus.

**1. Call to Order**

Ms. Byrum convened the meeting at 5:03 p.m. (Dr. Cummings joined the meeting by phone.)

**2. Roll Call**

Members in attendance were: Brann Altmeyer; Christin Byrum; John Clarke; Bob Contraguero; Margaret DeCola, Melissa Jones. Excused: Gus Monezis, Fred Renzella and Toni Shute. By Phone: Dr. Darrell Cummings, Frank DeCaria and Mary K. DeGarmo.

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. Others: David Hanes, Director, Information Technology.

**3. Approval of Minutes (October 29, 2013)**

Mr. Clarke made a motion the Board approve the minutes of the meeting of October 29, 2013 as presented. Ms. DeCola seconded the motion. Motion carried.

**4. Board Chair Report**

There was no Board Chair report.

**5. President's Report**

Dr. Olshinsky introduced Ms. DeCola as the new classified staff representative on the Board.

**A. Rules for Consideration**

**• Employee ID and Student ID Rule (Approval to Move Forward)**

Both the Employee ID Rule and the Student ID Rule were approved by the Board in 2008. The original rules included a replacement cost for lost ID's; however, due to migration to employee ID access cards and student ID access cards, the rules need revised to include updated information along with removing the replacement cost notation and include reference to the ID/Building Access card replacement cost schedule. This will eliminate the need to revise the rule each time the replacement cost needs revised.

The Board was in agreement to move forward with the process to draft new rules as were presented.

**B. New State Reduction**

Board members received information from Chancellor Skidmore regarding state budget changes impacting Northern. The latest directive from the Governor's office to reduce the 2014 budget was distributed. A chart was attached outlining the reduction for each

college and the Council that was submitted to the Department of Revenue. Dr. Olshinsky reviewed the information with the Board.

**C. Enrollment Report for the State**

Northern has put together a Retention Task Force to develop strategies to assist in increasing retention rates. Low enrollment classes will be reviewed and emphasis will be on programs with potential growth.

**D. Rule on 1<sup>st</sup> Reading – Asset Capitalization Rule**

The Asset Capitalization Rule was presented to the Board on first reading. No comments were received relative to the rule during the 30-day comment period. Mr. Lippiello reported the purpose of the rule is to establish a uniform capitalization policy that complies with federal and state financial reporting requirements. Action will be taken on the rule at the next Board meeting.

**E. Affirmative Action Plan 2013-14**

The Board of Governors received a letter from the Chief Human Resource Officer, Peggy Carmichael, stating WVNCC continues its efforts to comply with appropriate government regulations and continues to make the best possible use of personnel while contributing to the betterment of society and the community. The letter provided information on categories of employees and goals that exist for minorities and/or women.

**F. Some of the Highlights of the President’s Activities for the Month of January**

- Participated and received an award from the Department of Education for the Collaborative Agency Award. Northern was recognized for its support of GED/ABE efforts.
- Presented at the Community Foundation on the Robotics program for 7<sup>th</sup> & 8<sup>th</sup> grade girls. They sponsored the project and it appears the College will operate five programs by summer. ***Dr. Olshinsky will show a video at the next meeting on the robotics the girls are doing.***
- Participated in the Complete College America Conference along with staff involved in the developmental math restructuring. Northern is among the leaders in making it faster for students to complete their developmental coursework and integrating developmental work within subject areas.

**6. Administrative Reports**

**A. CFO/Vice President, Administrative Services .....Steve Lippiello**

**• Bookstore Changes**

Alex Bianchi, new manager at the Barnes & Noble Bookstore, replaced Dean George.

- **Preliminary Budget**

A PowerPoint presentation was given by Mr. Lippiello on the Preliminary FY 2015 Budget (Draft 1). The presentation included information on: proposed capital projects, proposed OTPS, considerations/challenges, assumption for FY 2015, recommendations, and next steps.

A revenue and expense report for the proposed FY 2015 budget (Draft 1) was distributed and reviewed by Mr. Lippiello. The budget will be finalized in April and presented to the Board for approval.

**B. Vice President, Student Services ..... Janet Fike**

- **Default Activity**

A report was presented and reviewed by Ms. Fike on the College's 2012 3-year cohort default status. She reported EdFinancial is working with the College to contact students in default of loans and assist with setting up repayment plans. The state is providing the College \$10,000 next year to enlist a new service to assist the College in contacting students regarding repayment of loans.

- **Enrollment**

WVNCC's weekly target enrollment (headcount and FTE) as of January 23, 2014 was distributed and reviewed with the Board. Monthly reports will be given to the Board.

**C. VP, Workforce Development/Dean, Weirton Campus .....Mike Koon**

- **House Bill 3009**

Mr. Koon reported Northern received \$22,000 in matching funds from the state for tech scholarships.

- **Bridging the Gap**

A federal grant (Bridging the Gap) from the Department of Labor in the amount of \$25,000 million was divided between the 10 community colleges in West Virginia. Of that amount, Northern received nearly \$1.8 million. Funds will be used to assist the new petroleum and mechatronics programs in hiring personnel, for travel, and for classroom and laboratory equipment and supplies.

**D. Vice President, Academic Affairs ..... Dr. Vicki Riley**

- **Complete College America Report**

Dr. Riley gave a report on Complete College America, explaining the concept helps increase college graduation rates by reducing the number of developmental ed courses students have to take. A chart was distributed and reviewed with the Board

outlining the following: an historical approach to developmental and college level math; beginning fall 2014 math pathways; and STEM Pathway with Fast-track support for Math 86. Also reviewed were developmental ed changes for fall 2014 which included: course changes, curriculum changes, success with Fast-Track and other successes.

**E. Dean, Community Relations ..... Robert DeFrancis**

- **Marketing Efforts for the Fall**

Mr. DeFrancis reported on marketing initiatives for the fall term.

**7. Old Business**

There was no old business.

**8. New Business**

- **Resolution – Per Credit Hour Tuition & Fee Schedule**

The Board received a request from the College for approval of a change in code to provide the option of a per credit hour tuition and fee schedule. A resolution was previously passed stating students could be charged for credit hours in excess of 12 hours. The statewide Board of Governors advisory group, however, recommended colleges across the state develop a resolution adding a statement that each college can decide if they do or do not want to charge for credit hours above 12. (Currently, Northern students are not being charged for credit hours beyond 12).

Mr. Altmeyer made a motion the Board adopt the resolution as presented. Mr. Clarke seconded the motion. Motion carried.

**9. Executive Session**

Mr. Clarke made a motion the Board enter into executive session at 6:17 p.m. to discuss personnel. Mr. Altmeyer seconded the motion. Motion carried.

Mr. Clarke made a motion the Board come out of executive session at 6:25 p.m. Ms. Byrum seconded the motion. Motion carried. No action was taken after executive session.

**10. Adjournment**

The meeting adjourned at 6:25 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Linda K. Dudash  
Executive Secretary to the President

Christin Byrum  
Board of Governors Secretary