

**OFFICIAL MINUTES  
BOARD OF GOVERNORS MEETING  
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE  
Thursday, March 28, 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, March 28, 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**

Roll call was taken by Linda Dudash. Members in attendance were: Brann Altmeyer, Rita Berry, John Clarke, Dr. Darrell Cummings, Lucy Kefauver, and Gus Monezis. By Phone: Joe Craycraft and Mary K. DeGarmo. Excused: Christin Byrum and Fred Renzella.

Guests included: Dr. Martin Olshinsky, President; Peggy Carmichael, Chief Human Resource Officer; Bob DeFrancis, Dean, Community Relations; Mike Koon, VP Workforce Development and Weirton Campus Dean; and Steve Lippiello, Chief Financial Officer/Vice President of Administrative Services. Others: David Hanes, IT Director; Shannon Payton, Director, Student Union Activities; Dr. Pam Sharma, faculty; and David Stoffel, faculty.

**3. Approval of Minutes – Meeting of February 28, 2013**

**Mr. Clarke made a motion to accept the minutes of the meeting of February 28, 2013 as presented. Mr. Monezis seconded the motion. Motion carried.**

**4. Faculty Presentation**

Dr. Pam Sharma gave a presentation to the Board related to faculty accomplishments throughout the year (e.g. conferences attended, development of student-centered activities, projects, transcription for students with disabilities in movie form, a pending project under construction relative to test anxiety and student retention, volunteer work, meeting with President Olshinsky regarding additional professional development funds for faculty and MOOC (massive open online course) training for faculty.

**5. Board Chair Report**

**• Hearings and Petitions**

There were no hearings or petitions.

**6. President's Report**

**A. Accreditation Visit – Follow-up**

A report relative to the accreditation visit held in March will be provided to the College from the Higher Learning Commission in approximately six to eight weeks. The report will be shared with the Board when it is received.

Ms. DeGarmo suggested the Board send a thank you to faculty, staff and students for going above the call of duty in preparing for the accreditation visit.

## B. Rules for Consideration

- ***Asset Capitalization (Approval to Move Forward)***

The purpose of this rule is to establish a uniform asset capitalization rule that complies with federal and state financial reporting requirements.

Mr. Clarke made a motion for the Board of Governors to grant the College approval to proceed with the defined rulemaking process for a rule on Asset Capitalization. Mr. Altmeyer seconded the motion. Motion carried.

- ***Notice of Tuition Waiver Rule (Approval to Move Forward)***

This rule will replace the Tuition Waivers and Scholarships Rule which was not carried during the Board transition of rules from HEPC to CTCS. The rule will encompass requirements at West Virginia Northern for use of state authorized tuition waivers.

Mr. Monezis made a motion for the Board of Governors to grant the College approval to proceed with the defined rulemaking process for a Tuition Waiver Rule. Mr. Clarke seconded the motion. Motion carried.

## C. Rules

- **Computer and Internet Usage Rule (1<sup>st</sup> Reading)**

The Computer and Internet Usage Rule was presented to the Board on first reading. The rule clarifies what is expected from the College's computer and Internet usage users. Feedback from faculty and staff (without editing) was included in the Board packet. Some additions were made by the Rule Committee after feedback was received. No changes were recommended by the Board for the Computer and Internet Usage Rule. The rule will be on its second reading in April.

- **Travel Regulation Applicable to Employees and Governing Board Members (Action)**

Mr. Lippiello summarized the rule and informed the Board there were some changes to the rule regarding employees adhering to federal standards. Per diem rates were changed in accord with IRS recommendations. This information replaces the procedural piece of the rule. Procedural information was removed from the rule and can be changed once the state makes the necessary changes. The Travel Rule adheres to state guidelines. Mr. Clarke made a motion that the Board of Governors approves the Travel Regulation Applicable to Employees and Governing Board Members Rule as presented on second reading. Mr. Monezis seconded the motion. Motion carried.

## D. President's Announcements

- Board members were asked to mark their calendars for the ribbon cutting ceremony for the Applied Technology Center on May 9 at 11:30 a.m. Following the ribbon cutting ceremony, a tour of the building will be held. Board members were informed they could

be given a tour of the ATC on May 6 if they wish to do so. Those interested are to contact Mr. Lippiello. Channel 7 News will tour the building on April 9.

- Board members were encouraged to attend commencement ceremonies scheduled for May 10. Members planning to attend are to contact Ms. Dudash. Also, a Board member is needed to confer degrees at commencement.

## 7. Administrative Reports

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

- **1<sup>st</sup> and 2<sup>nd</sup> Quarter Financial Statement Summary**

Mr. Lippiello gave a report on the first and second quarter financial statement summary comparison of 12/31/12 vs. 12/31/11.

- **FY 2014 Final *DRAFT* Budget**

A PowerPoint presentation was given to the Board relative to the FY 2014 budget. Mr. Lippiello presented strategies on how the College will stay within the proposed budget through various means of revenue growth and reduction of expenditures including strategies for a breakeven approach to the budget.

The College will present the final FY 2014 budget to the Board for approval at the Board meeting scheduled for April 25.

- **FY 2014 Fees (Action)  
(Fee Planning Schedule – Per Semester – For Academic Year 2013-14)**

A chart of new fees for the 2013-14 academic year was presented to the Board. Fees attached to courses that do not generate revenue were included in the chart. Mr. Lippiello reviewed the chart and answered questions. He informed the Board that fees attached to a course are absorbed through the student's financial aid. Mr. Clarke made a motion to approve the Fee Planning Schedule—Per Semester—for academic year 2013-14 as presented. Mr. Altmeyer seconded the motion. Opposing the motion were Dr. Darrell Cummings and Ms. DeGarmo. Therefore, having a majority vote, the Fee Schedule was approved.

Dr. Cummings asked if there is some kind of waiver program from which students can get funding for their fees. Mr. Lippiello presented options of funding. At Dr. Cummings' request, Mr. Lippiello will check into what other colleges are doing with student fees.

### B. Vice President, Workforce Development/Dean, Weirton Campus..... Mike Koon

- **Petroleum Technology Program**

Between last year and now, Northern has been working with Chancellor Skidmore's office and Pierpont Community and Technical College in a joint venture for a Petroleum Technology Program. Chancellor Skidmore's office will fund the cost of

the facility and the program. The Petroleum Technology Program will be approved by Chancellor Skidmore in April and will be presented to the Board for approval on April 25.

**8. Old Business**

There was no old business.

**9. New Business**

There was no new business.

**10. Adjournment/Next Meeting**

The meeting adjourned at 6:35 p.m.

**The next Board meeting is scheduled for Thursday, April 25, 2013 at 5:00 p.m. in the B&O Board Room on the Wheeling Campus. A quorum is essential for that meeting since the FY 2014 budget will be presented to the Board for approval.**

Minutes respectfully submitted by,

Minutes approved by,

Linda K. Dudash  
Executive Secretary to the President

Christin Byrum  
Board of Governors Secretary