

OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, September 22, 2011 – 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 22, 2011 in the B&O Board Room on the Wheeling Campus.

1. Call to Order

Mr. Craycraft convened the meeting at 5:00 p.m.

2. Roll Call

Roll call was taken by Linda Dudash. Members in attendance were: Trudy Bender, Rita Berry, Joe Craycraft, Mary K. DeGarmo, Lucy Kefauver and Fred Renzella. Phone: Dr. Darrell Cummings. Excused: John Clarke and Gus Monezis. Guests included: Dr. Martin Olshinsky, President; Janet Fike, Vice President, Student Services; Steve Lippiello, Chief Financial Officer/Vice President of Administrative Services; Dr. Vicki Riley, Vice President, Academic Affairs; and David Hanes, Information Technology Director.

3. Approval of Minutes (August 25, 2011)

Ms. Kefauver suggested the following changes to the draft minutes of August 25, 2011: Under item C on page three, the names in the last sentence of the paragraph are to read—Misty Kahl, Program Director and Missy Stephens, clinical coordinator. **Dr. Cummings made a motion to approve the minutes of the meeting of August 25, 2011 with the suggested changes. Ms. Kefauver seconded the motion.**

4. Board Chair Report

• **Hearings and Petitions**

There were no hearings or petitions.

5. President's Report

A. Weirton Campus Dean Search

Phone interviews have been conducted for the Weirton Campus Dean's position. Second interviews will be scheduled within the next two weeks.

B. Tobacco-Free Campus

Board members received a copy of an email from Howard Gamble, Administrator at the Wheeling-Ohio County Health Department regarding moving College campuses to a smoke-free status. The Board had no opposition to the College working with the county to come up with a procedure on enforcement of a smoke-free campus and beginning programs that help students and staff become tobacco free.

C. Highlights of President’s Activities for the Month of September

- Met with representative from AEP to discuss training needs and the College’s role. Chancellor Skidmore and Senator Yost were present for the discussion. The meeting should result in additional cooperative initiatives.
- Toured with the Community Foundation Director to show how their funds are being used in the College’s math lab. Positive responses to the project and the Middle College involvement were received.
- Met with Brooke, Marshall and Ohio County superintendents to discuss three grants to be submitted. The grants focus on math and technical training.
- WVNCC received a Title III grant for \$1.5 million. Money will be used for retention, developmental and tutoring.

6. Administrative Staff Reports

A. Vice President Student Services Janet Fike

A report was given by Ms. Fike relative to the fall 2011 Enrollment Report (September 22, 2011).

B. Vice President of Academic Affairs Dr. Vicki Riley

Distance Education enrollment information for Spring 2010-Fall 2011 was distributed to the Board. Dr. Riley reported distance education numbers are up.

C. CFO and VP of Administrative Services Steve Lippiello

• **Revenue and Expense Forecast on New Buildings**

An analysis of revenues and expenditures was distributed to the Board on the following projects: Barnes & Noble, Weirton addition and Straub Applied Technology Center. Dr. Olshinsky reported the Regional Economic Development Partnership offered to contribute \$100,000 to the Barnes and Noble project. Mr. Lippiello reported total funding needs for the Weirton addition project is \$2.9 million with \$2 million coming from the State. Ms. Fisher and Dr. Olshinsky are working with George Kondik to raise funds for the Weirton addition project. The final analysis for the Straub project came in at \$4.7 million.

• **FY 2011 Year-End Results Unaudited**

FY 2011 Year-End Results Unaudited information was reported to the Board by Mr. Lippiello. Auditors will present the final results to the Board in October.

- **Electrical Contractors Supply Building**

West Virginia Northern is considering the purchase of the Electrical Contractors Supply building adjacent to the B&O building. Northern received an appraisal value on the property that was consistent with the appraisal obtained by ECS. Board members toured the building prior to the Board meeting. Anyone who was unable to tour the building and would like to do so may contact Dr. Olshinsky to schedule a tour. Possibilities for use of the ECS building were discussed. The Board agreed the College should engage the services of Victor Greco to analyze the building's structural stability. Mr. Lippiello will contact Mr. Greco to schedule a date for inspection of the ECS building.

D. Executive to the President for Development Emily Fisher/CFRE

- **West Virginia Business Summit**

Dr. Olshinsky reported on the WV Business Summit in the absence of Ms. Fisher.

7. Old Business

There was no old business to discuss.

8. New Business

- **Election of Officers**

Ms. Berry made a motion the Board table the election of officers until the October meeting. Mr. Renzella seconded the motion. Motion carried.

9. Adjournment/Next Meeting

Mr. Craycraft adjourned the Board meeting at 5:45 p.m.

The next Board meeting is scheduled for Thursday, October 27, 2011 in the B&O Board Room on the Wheeling campus.

Minutes respectfully submitted by,

Minutes approved by,

Linda K. Dudash
Executive Secretary to the President

Joe Craycraft, Board Chair
(In the absence of a Board Secretary)