

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

**Thursday, September 22, 2005 -- 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, 2005 in the B&O Board Room.

1. Call to Order

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

2. Roll Call

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

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

3. Presentation of Certificates of Recognition

Dr. Olshinsky and Chair Robertson presented Certificates of Recognition to faculty and staff who received degrees, certificates or were recognized for Programs of Excellence. Those receiving certificates were: Marian Grubor and Chris Kefauver for Culinary Arts Program of Excellence; Dr. Nancy Krupinski for Surgical Technology Program of Excellence; Pam Sharma, Doctorate in Distance Education; Delilah Board, Masters in Secondary Education; Kerry Sneddon, Bachelor of Arts in Organizational Leadership and Development; Becky Yesenczki, Associate in Applied Science-Board of Governors; Pam Woods, Associate in Applied Science-CIP Programming & System Development; and Dave Goeddel, Certificate of Software Engineering-WVU College of Engineering and Mineral Resources. Recognized for achievement but unable to attend in person was Sue Huggins for Master of Science in Nursing, Education Specialist.

4. Presentation by Chancellor Skidmore and Vice Chancellor Dennis Taylor

Chancellor Skidmore and Vice Chancellor Dennis Taylor made a presentation relative to proposed plans for attaining peer equity within the West Virginia Community and Technical College system. Additional funding from the legislature is necessary to reach this goal.

Chancellor Skidmore and Vice Chancellor Taylor distributed the Community and Technical College Financing Issues and Budgetary Improvement Packages to the Board.

The Community and Technical College Improvement Package Request included: peer equity funding (\$3 million), upgrades for science and technology labs (\$2.1 million), workforce development initiatives (\$1 million) and administratively-linked community and technical college tuition reduction (\$1.5 million).

Chancellor Skidmore stated that peer equity funding has been the funding category of choice for the legislature. Vice Chancellor Taylor talked about funding priorities in SB653. Legislative funding priorities include: peer equity, sustained quality, state priorities, research challenge and independently-accredited community colleges.

Covered in the Summary on Peer Equity Funding - Legislative Improvement Package for FY 2007 was the estimated impact of peer equity allocations on CTC base budgets (5 year funding plan FY 2007 - FY 2011) in various scenarios ranging from \$5,505,724 increase per year down through \$2 million increase per year.

Chancellor Skidmore mentioned various factors that are major drivers on who an institution's peers are including enrollment, mix of programs and FTE. NCHEMS and negotiation between NCHEMS and the College were methods previously used to choose peers; however, the most recent method used is a computerized method.

The legislative improvement package for general higher education was shared with the Board. Included in the package is salary increases for faculty and staff, higher education adult part-time student grant program (HEAPS), and the higher education grant program.

Title 135, Rules and Administrative Procedures, was distributed to the Board.

Vice Chancellor Taylor informed the Board of a court action between WVU and HEPC regarding the Mercer Salary Schedule (salary schedule for classified staff). Several years ago there was a mandate to place all classified staff on the Mercer chart by 2005; however, the salary schedule is not funded. It is a requirement that classified staff be placed at the zero step on the Mercer Scale for their paygrade. WVU has not met this requirement. No hearing date has been scheduled on this action.

A special session of the Legislative Committee and the WV Community and Technical College Council will look into what is to be done regarding salary increases for staff and increment payments for faculty.

5. Approval of Minutes (September 22, 2005)

A. Minutes of September 22, 2005

Mr. Gilmore suggested that a sentence be added at the end of the second paragraph under Executive Session on page eight to read: "No action was required as of Executive Session."

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Ms. Harman made a motion to accept the minutes of September 22, 2005 with the suggested change. Mr. Danford seconded the motion. Motion carried.

6. Board Chair Report

A. Chair Report

No report was given.

B. Hearings and Petitions

There were no hearings or petitions.

7. President's Report

Dr. Olshinsky distributed to the Board a bound presentation, *Building for the Future*. The document is the College's first attempt at making legislators aware of what West Virginia Northern Community College is all about. Information in the booklet includes comparisons of tuition and fees to attend local public and private colleges, companies and agencies for whom WVNCC has provided training in the past two years, partnerships, economic impact and the impact the College Square project will have on the Wheeling Campus. (Omitted from this version is the percentage of nursing students who have passed their exams.)

Building for the Future was distributed to Northern Panhandle legislators at a dinner on August 31. Included in the booklet given to legislators was a page on reallocation of \$149,000 as supplemental appropriation to West Virginia Northern Community College for appropriated funds that were not used in fiscal year 2004.

Dr. Olshinsky will present *Building for the Future* to Moundsville Rotary and RESA VI superintendents.

Due to time constraints, the President shortened his report and referred the Board to the agenda which covered his activities for the month of September in the areas of outreach, academic activities, internal relations, student activities and legislative issues.

8. Administrative Staff Reports

A. Dean of Business, Finance, Facilities Report

1. Verizon & Colaianni Follow-Up

Mr. Bandi informed the Board that he received a call from the State Department of Administration and the College is no further along on the Verizon issue. An attorney will be employed to represent the College in this matter.

A local attorney as well as Chair Robertson have given the College names of attorneys who might represent West Virginia Northern relative to the Colaianni change order. Dr. Olshinsky and Mr. Bandi will proceed with enlisting a Charleston attorney to represent the College.

2. Update on GSA

Mr. Bandi reported that the College has reached an agreement with Northwood relative to the GSA building. An amount of \$500,000 will be placed in an escrow account until all parties have signed off on the deed from Northwood to the Ohio County Public Library. The College will have use of the facility for 30 years for \$1.00 per year and will be given the opportunity to purchase the building at fair market value not below \$470,000 at the end of the 30 years. Parking spaces will be utilized by the Ohio County Public Library. Economic and Workforce Development offices, Small Business Development Center and the ACT Center will be housed in the GSA building after it has been remodeled.

Mr. Klempa made a motion to accept the proposal to enter into an agreement for the GSA building through Northwood. Mr. Kaser seconded the motion. Motion carried.

3. Construction Projects

Mr. Bandi distributed a status report on WVNCC construction projects (annex building, plaza behind the B&O building and B&O window replacement).

4. Smoking Shelter

A smoking shelter will be delivered to the Wheeling Campus the week of September 26. New cigarette butt disposals have been purchased. New benches and receptacles will be placed in the shelter area.

B. Enrollments Management Report

Ms. Fike gave an enrollments report. Although enrollment is slightly down, early entrance students in several area high schools have not yet registered. Enrollments Management is working toward census day, October 15.

The Fall 2006 schedule is in the works and incorporates transfer programs to be held during the day.

For the first time in 32 years, the College has implemented Standards of Progress.

9. Old Business

A. Changing of Policies to Rules

A resolution was presented to the Board for changing all policies previously approved by the Board to rules effective October 1, 2005 if no substantive comments are received during the public comment period, ending September 29, 2005. **Ms. Harman made a motion that all policies previously approved by the Board now become rules. Mr. Danford seconded the motion. Motion carried.**

Ms. Dudash will go through all the policies and change the word policies to rules.

10. New Business

A. Policies on First Reading

Several new and revised rules were presented to the Board on first reading. Rules included: Academic Integrity and Student Responsibilities (new), Catalog Policy (new), Crime Awareness and Campus Security (revised), Program Matriculation (new), Renewal of PROMISE Scholarship (new), and Residents and Non-Residents Admission and Fee Policy (new). These policies will be changed to read that they are rules before the second reading.

Concerns were raised about the Crime Awareness and Campus Security Rule. Dr. Olshinsky forwarded these issues to Mr. Koon for rewriting of the rule. Mr. Koon stated that work will be done on this rule internally since no comments were received from Faculty or Staff Council presidents.

Due to many questions on the rules presented, Dr. Olshinsky tabled the rules until the October Board meeting. Comments relative to these rules should be directed to Mr. Koon.

11. Adjournment/Next Meeting

A motion was made by Mr. Kaser to adjourn the meeting at 8:00 p.m. Mr. Klempa seconded the motion. Motion carried.

The next Board of Governors meeting will be held on October 27, 2005 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