

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, October 28, 2010 – 5:00 p.m.
B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, October 28, 2010 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: Rita Berry, John Clarke, Joseph Craycraft, Dr. Darrell Cummings, Anne Dieckmann Harman, Deborah Keener, Gus Monezis, Fred Renzella and Zac Wycherley. Excused: Conner Boyd, Mary K. DeGarmo, and Bill Haught.

Guests included: Dr. Martin Olshinsky, President; Bob DeFrancis, Dean, Community Relations; Emily Fisher, Executive to the President for Development/CFRE; Steve Lippiello, Chief Financial Officer/Vice President of Administrative Services; and Larry Tackett, Dean, New Martinsville Campus. Other: Brian Trischler, auditor, Costanzo and Associates.

3. Approval of Minutes – Meeting of September 23, 2010

Mr. Wycherley made a motion to accept the minutes of September 23, 2010 as distributed. Mr. Clarke seconded the motion. Motion carried.

4. Board Chair Report

• **Hearings and Petitions**

There were no hearings or petitions.

5. Auditor's Report

Board members received a copy of the WVNCC Report on Audit of Financial Statements for the years ended June 30, 2010 and 2009 prepared by Costanzo and Associates. Brian Trischler, auditor, reviewed the report with the Board. Current year's comments indicate communication between grant procurement and expenditure reporting need to be improved. Mr. Trischler stated that communication between procurement and reporting should be improved to expedite the grant expenditure and reporting process.

Corrective measures were taken by the College on some of the prior year's audit recommendations and observations were made in those areas. The audit report made recommendations as follows:

- (1) a documentation retention and destruction written rule be established identifying the record retention responsibilities of staff, faculty, volunteers,

board members, and outsiders for maintaining and documenting the storage and destruction of the College's documents and records. The rule should be designed to meet the provisions of the "Records Management and Preservation of Essential Records Act," WV Code Section 5A-8-1 through 20 (2003).

- (2) a formal procedure be established for donor acknowledgment letters which includes the required IRS language for tax purposes. Acknowledgment letters should follow procedures adopted by the Fundraising Rule or follow the College Foundation's acknowledgment policy already in place, and
- (3) Web Time Off reports need to be regularly updated and maintained.

Financial statements as of and for the years ended June 30, 2010 and 2009, and Independent Auditors' Reports were presented to the Board by Mr. Trischler. WVNCC received a good financial rating by the auditors with no significant control weaknesses in the audit.

Mr. Clarke made a motion to approve the auditor's report and financial statement as presented to the Board. Ms. Berry seconded the motion. Motion carried.

6. President's Report

A. Board of Governors Training Opportunity – December 8, 2010

A training session is being planned by the West Virginia Community College Association Executive Board and Chancellor Skidmore for officers of community college boards. Tentative date for the session is December 8 in Charleston.

B. Highlights of the President's Activities for the Month of October

Dr. Olshinsky reported on the following President's activities for the month of October:

- Presented at the 21st Century Jobs Cabinet on innovations at WVNCC to approximately 90 people including Gayle Manchin
- Met with the CEO of Weirton Medical Center to initiate partnerships in multiple areas including shared facilities and programming
- Met with the Vista Research staff to explore ways to partner in IT and community outreach. The College has a series of ideas including specialized training and internships.
- Attended a WVU game sponsored by Chesapeake Energy. Chesapeake provided a \$12,000 scholarship and they are interested in expanding their training possibilities.

7. Administrative Staff Reports

A. CFO and Vice President of Administrative Services – Steve Lippiello

• **Bookstore/Textbook Rule Follow-Up**

A draft of the Bookstore and Text Book Affordability Rule was emailed to Board members for review. The Rule will go through the Rules Committee. Mr. Lippiello informed the Board that HEPC Series 51 is an addendum to the College's contract with Barnes & Noble Bookstore.

B. Dean, Enrollments Management – Dr. Olshinsky for Janet Fike

• **Fall Enrollment Update**

The Fall 2010 Census Enrollment Comparison Report was distributed to the Board, and, in the absence of Ms. Fike, Dr. Olshinsky gave a report on the information provided in the handout.

C. Executive to the President for Development/CFRE – Emily Fisher

• **Title III Federal Grant**

Northern was not awarded the Title III Grant that was submitted.

• **Foundation Marketing Plan**

The Foundation Marketing Committee is putting together a plan to market the Foundation before the end of the year.

• **Foundation Goals**

Ms. Fisher informed the Board of the following goals set by the Foundation:

- Raise \$150,000 for clinical labs by September 30, 2011
- Raise \$50,000 for Radiological Technology Cool Lab
- Raise \$50,000 a year for endowed scholarships over the next four years
- Raise \$200,000-\$350,000 for building projects by September 30, 2012

WVNCC received two grants from the Community Foundation for the Ohio Valley, Inc. The College received \$240,000 for the RAD Tech program, and it also received \$115,000 of new money from Mittal Steel along with \$75,000 previously to train steel workers of the future.

D. Dean, New Martinsville Campus – Larry Tackett

- **Review of Entrepreneurship/Small Business Development Program**

Mr. Tackett distributed information on a 12-week Entrepreneurship and Small Business Development Program that is open to the public at no cost thanks to a \$7,000 grant received from the Wetzel County Chamber of Commerce. Interested parties may register for the class by calling the Chamber office.

- **Wetzel County Business Survey**

Mr. Tackett informed the Board he was contacted by the Wetzel County Chamber's office relevant to ascertaining the College's assistance in finding qualified applicants with basic skills for various jobs.

- **Early Entrance Classes Sponsored by Chamber**

New Martinsville Campus is currently conducting a program on social media for business applications. The Campus will be setting up a customer service class also. Due to contributions by the Wetzel County Chamber of Commerce, classes will be offered with little to no cost to the student.

E. Dean, Wheeling Campus – Dr. Olshinsky for Steve Woodburn

- **Campus Safety Report**

In the absence of Mr. Woodburn, Dr. Olshinsky reported the Campus Safety Report was submitted on time with no significant problems. A copy of the report is located on the College website at:

<http://www.wvncc.edu/Security/docs/CrimeReport2009.pdf> .

8. Old Business

There was no old business.

9. New Business

- **Presidential Contract**

A chart from the WV Council for Community and Technical College Education on compensation for community college presidents as of October 25, 2010 was sent to Board members via e-mail. Board members also received a copy of Dr. Olshinsky's employment agreement for July 1, 2008 through June 30, 2011 for review.

10. Executive Session

- **Presidential Contract Renewal and Property Discussion**

Ms. Harman made a motion the Board enter into executive session at 5:35 p.m. to discuss the President's contract renewal and property discussion. Mr. Renzella seconded the motion. Motion carried.

Ms. Berry made a motion the Board come out of executive session at 6:00 p.m. Mr. Monezis seconded the motion. Motion carried.

Dr. Cummings moved to approve the President's contract renewal as proposed for the two-year period July 1, 2011 to June 30, 2013. Mr. Clarke seconded the motion. Motion carried.

- **Real Estate**

Property discussion ensued.

11. Revision of Minutes of August 26, 2010

The Board made the following revision to the minutes of the August 26, 2010 meeting: The Board approved a one-time 4% salary enhancement for classified and non-classified staff *that did not receive a salary increase in the previous year.*

12. Adjournment/Next Meeting

Ms. Berry made a motion to adjourn the meeting at 6:00 p.m. Mr. Monezis seconded the motion. Motion carried. The date of the next Board meeting has not yet been determined.

Minutes respectfully submitted by,

Minutes approved by,

Linda K. Dudash
Executive Secretary to the President

Anne Dieckmann-Harman
Board of Governors Secretary