

**OFFICIAL MINUTES  
BOARD OF GOVERNORS MEETING  
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE  
Thursday, September 25, 2008 – 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 25, 2008 in the B&O Board Room on the Wheeling Campus.

**1. Call to Order**

Mr. Craycraft convened the meeting at 5:05 p.m.

**2. Roll Call**

Roll call was taken by Linda Dudash. Members in attendance were: Rita Berry, Conner Boyd, John Clarke, Joe Craycraft, Dr. Darrell Cummings, J.W. Freeland, William Haught, and Miranda Postle. Excused: Mary K. Hervey DeGarmo, Anne Dieckmann Harman, and Zac Wycherley.

Guests included: Dr. Martin Olshinsky, President; Larry Bandi, CFO/ Vice President of Administrative Services; Bob DeFrancis, Dean, Community Relations; Janet Fike, Dean, Enrollments Management; Emily Fisher, Executive Director to the President, Institutional Advancement; Mike Koon, VP/Dean, Economic and Workforce Development; and Steve Woodburn, Dean, Wheeling campus. Other guest: Sondra Jackson, student, WVNCC's representative to the State Advisory Council of College Students.

**3. Introduction – WVNCC Representative to the State Advisory Council of College Students**

Dr. Olshinsky introduced Sondra Jackson, West Virginia Northern Community College's representative to the State Advisory Council of College Students. Ms. Jackson attended the Board meeting to learn about what is going on at the College and report back at the next meeting of the State Advisory Council of College Students.

**4. Approval of Minutes – Meeting of August 28, 2008**

Mr. Haught made a motion to approve the draft minutes of the Board of Governors meeting of August 28, 2008 as presented. Ms. Postle seconded the motion. Motion carried.

**5. Board Chair Report**

**A. Hearings and Petitions**

There were no hearings or petitions.

**B. Board Member Resignation**

Dr. Olshinsky announced the resignation of Board member Tamara Pettit and read a resolution that will be sent to Ms. Pettit thanking her for her service on the Board. Board members were asked to submit to Dr. Olshinsky names of anyone from Hancock County who may be interested in serving on the Board.

## **6. President's Report**

### **A. WVCCA Conference**

West Virginia Northern Community College is hosting the WVCCA/WVADE regional state-wide conference at Oglebay Park on October 22-24, 2008. The Board was invited to attend the conference.

### **B. October Board of Governors Meeting**

New Martinsville campus will host the Board meeting scheduled for Tuesday, October 28 at 6 p.m.

### **C. Highlights of the President's Activities for the Month of September**

Some of Dr. Olshinsky's activities for the month of September are as follows:

- \* The B&O building held its centennial celebration and grand re-opening on September 6, 2008. An historical account of the building was given by Stan Stewart. A display of B&O railroad memorabilia was set up by the WVNCC Alumni Association in the auditorium.
- \* On September 29, Dr. Olshinsky along with Chancellor Jim Skidmore; Senator Ed Bowman; and Mark Glyptis, President, United Steelworkers will meet with Senator Robert Byrd's lead staff to discuss funding for the Weirton campus expansion centering on industrial training, green technology and IT technology.
- \* A focus group met to discuss community and equipment needs for the technology center planned for the Wheeling campus. Dr. Olshinsky has arranged for a group of Northern administrators to tour the technology center at the Community College of Allegheny County to see how it is structured.
- \* Negotiations were finalized with the county over the asking price for the Straub facility.

## **7. Administrative Staff Reports**

### **A. CFO and Vice President of Administrative Services – Larry Bandi**

#### **• Unaudited Year End Financials**

Unaudited financial statements for the fourth quarter, June 30, 2008 and 2007, and financial statement observations for June 30, 2008 were distributed in the Board agenda booklet. An audited report will be given at the October Board meeting.

#### **• Update on Hazel-Atlas Property**

A signed contract in the amount of \$625,000 was received from Youth Services System, Inc. for the purchase of the Hazel-Atlas building. Both the College and Youth Services System, Inc. are working toward a successful completion of the contract. In-kind services are being explored to offset the College's leasing costs until it can relocate its services. Funds from the sale of the Hazel-Atlas building may be used for the purchase of other property.

- **Purchase of Honda Dealership**

Dr. Olshinsky and Mr. Bandi met with Greg Stewart, Ohio County Administrator, to negotiate the purchase price of the Straub dealership. The negotiated price is \$800,000 for the Straub building, lot, and small parcel on the north side (although it is one property, there are three parcels that will be purchased).

A resolution was presented for approval by the Board to have appropriate officers, including Mr. Bandi, continue to negotiate for the purchase of the Straub real estate from the Ohio County Development Authority at a price of \$800,000, which purchase shall be reflected in a definitive written agreement subject to approval by the Board of Governors and the Attorney General's office. Mr. Clarke made a motion to accept the resolution as presented on the Straub property and authorize the purchase of the Honda building and properties at a purchase price of \$800,000 subject to finalization of the agreement in accordance with state codes. Mr. Haught seconded the motion. Motion carried. The law firm of Riley, Buch and Harman is working on a purchase agreement.

The College is considering the Hyundai lot, the Straub Body Shop and the Cooper building (corner property) for purchase. Mr. Bandi asked for clarification from the Board on moving forward with the purchase of these three buildings. The Board asked that a tour of the properties be arranged. Mr. Bandi will coordinate a tour of the Straub building and the three parcels listed above for Board members.

Mr. Koon is working to expand new technology programs to be housed in the Straub building. The College is scheduled to receive a \$6 million grant from the state to expand the College's technical programs.

**B. Vice President/Dean, Economic and Workforce Development – Mike Koon**

- **Year End Workforce Numbers/Performance Indicators**

Mr. Koon distributed and reviewed the Workforce Development Enrollment and Performance Indicators Report for 2007-08. Dr. Olshinsky commended Mr. Koon for his efforts in workforce development training.

**C. Dean, Enrollments Management – Janet Fike**

- **Enrollment**

Ms. Fike distributed the Fall 2008 Enrollment Report for September 19, 2008. A report showing final census numbers will be given at the October Board meeting.

**D. Executive Director to the President for Institutional Advancement – Emily Fisher**

- **Foundation Retreat (Strategic Plan)**

The Foundation had a successful strategic planning retreat last week and set four strategic goals. They have also completed their audit.

- **Annual Appeal/Other**

Over \$5,000 has been raised for the Foundation's annual appeal. The College is extending the annual appeal to its employees.

Last year over \$5,000 was received for Neighborhood Investment Credits and \$11,000 was received this year. Letters about the neighborhood tax credit will be mailed soon.

Ms. Fisher plans to meet with several other individuals and a consultant to apply for a Title III grant.

**E. Dean, Community Relations – Bob DeFrancis**

Mr. DeFrancis shared with the Board the work that was done on the College web site; namely, the pages that fall behind the home page. Web pages will go live in the next few weeks. Mr. DeFrancis will send Board members the url to look at the web site before it goes live.

Faculty and staff will be trained on Microsoft Expression Web that will enable department heads or designees to update their own web pages.

**F. Dean, Wheeling Campus – Steve Woodburn**

The Wheeling Friends of the College banquet was held on September 20. Approximately \$15,000 in cash sponsorships and \$5,000 in-kind donations were collected. The bulk of the money raised from the banquet will be for student scholarships. Dr. Olshinsky was recognized with a full-time scholarship in his name; each year's scholarship recipient will be added to the plaque he received.

**G. Dean, Weirton Campus – Dr. Olshinsky Reported for Dr. Bull**

The Weirton Campus Friends of the College awarded a \$500 scholarship to Rebekah Haught who plans to pursue a career in Criminal Justice.

**H. Dean, New Martinsville Campus – Dr. Olshinsky Reported for Larry Tackett**

Ms. Pelley demonstrated e-pop to the Wetzel County School Board. The Wetzel County Chamber is paying the tuition for students taking e-pop classes (speech and chemistry) which originate from the New Martinsville campus. The classes are broadcast to Hundred and Valley High Schools.

**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 Tuesday, October 28, 2008 at 6 p.m. on the New Martinsville campus.

Minutes respectfully submitted by,

Linda K. Dudash  
Executive Secretary to the President

Minutes approved by,

Anne Dieckmann-Harman  
Board of Governors Secretary