**OFFICIAL MINUTES**

**BOARD OF GOVERNORS MEETING**

**WEST VIRGINIA NORTHERN COMMUNITY COLLEGE**

**Thursday, March 27, 2014 -- 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 27, 2014 in the B&O Board Room on the Wheeling Campus.

1. **Call to Order**

Dr. Cummings convened the meeting at 5:03 p.m.

**2. Roll Call**

Members in attendance were: Dr. Darrell Cummings; Brann Altmeyer; John Clarke; Bob Contraguerro; Frank DeCaria; Margaret DeCola, Mary K. DeGarmo; Melissa Jones; Toni Shute. Excused: Christin Byrum; Gus Monezis.

Guests included: Dr. Martin Olshinsky, President; Janet Fike, Vice President of Student Services; Mike Koon, Vice President of Workforce Development and Weirton Campus Dean; Steve Lippiello, Chief Financial Officer/Vice President of Administrative Services; and Dr. Vicki Riley, Vice President of Academic Affairs. Others: David Hanes, Director, Information Technology.

1. **Approval of Minutes (February 27, 2014)**Mr. Clarke made a motion the Board approve the minutes of the meeting of February 27, 2014 as presented. Mr. Altmeyer seconded the motion. Motion carried.
2. **Faculty Presentation**

Kathy Herrington gave a presentation to the Board related to faculty accomplishments throughout the year. These accomplishments included the use of technology, new orientation classes, significant curriculum changes, changes to developmental education courses, external assessment of students, and retention efforts.

She also stated that the faculty is grateful for the new Applied Technology Center and bookstore, the highly-responsive Registrar’s Office, the Disabilities/Accessibility Office, Foundation grants, and regular meetings with Dr. Olshinsky.

1. **Vice President, Academic Affairs . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Dr. Vicki Riley**  
     
   **A. Program Reviews 2013-2014 (Approval Requested)**

Dr. Riley stated that as required by the state on a five-year cycle, the College has reviewed seven programs. Overall, findings indicate a need to continue to increase enrollment, graduates and placement rates. She recommends that all programs continue and that the program reviews are accepted as presented.

Mr. Clarke made a motion the Board approve the program reviews as presented. Mr. Altmeyer seconded the motion. Motion carried.

**B. 2014-2015 Academic Program Changes (Approval Requested)**

Dr. Riley stated that as a result of the program reviews, she is recommending program changes for the next academic year including deleting the Business Studies accounting certificate. The two year accounting degree will remain. She also recommends deleting any degree that involved an articulation agreement with Mountain State as that school no longer exists.

In addition, Dr. Riley recommends the voluntary suspension on the Respiratory Care Program. Voluntary withdrawal will allow the College to return to the program in the future. This would suspend the program after the May 2015 graduating class. She is looking at options for current faculty in this area.

Mr. DeCaria made a motion the Board approve the academic program changes as presented. Mr. Altmeyer seconded the motion. Motion carried.

**C. OVMC Radiologic Technology Agreement**

Dr. Riley reported that WVNCC will be signing an agreement with OVMC to provide radiography degree completion to students who cannot sit for the exam without an Associate’s Degree.

1. **Board Chair Report**  
     
   There was no Board Chair report.
2. **President’s Report**  
   **A. Request for Revision of Rules (Approval Requested)** Dr. Olshinsky asked for permission to revise rules Equal Opportunity and Affirmative

Action (NC-2013) and Harassment and Discrimination (NC-2024) as necessary.

Ms. DeGarmo made a motion the Board grant permission to change the two rules as

necessary. Mr. Clarke seconded the motion. Motion carried.

**B. Employee ID Access Rule** Dr. Olshinsky stated that it is necessary to charge replacement costs to faculty and staff

when employee IDs are lost or stolen. He asked that the board approve the charging of replacement costs even as the costs vary.

Mr. Altmeyer made a motion the Board grant permission to charge replacement costs as

necessary. Mr. Clarke seconded the motion. Motion carried.

**C. Tuition Increases**  
  
Proposed tuition rates will be addressed by Mr. Lippiello.

**D. Some of the Highlights of the President’s Activities for the Month of January**

* WVNCC is the recipient of $125,000 for Petroleum Technology from Noble Energy.
* A Girls Robotics Program is slated to take place in Wetzel County.
* Dr. Olshinsky attended the March 15th Friends Dinner, which honored WVNCC Foundation President Dr. Mary Marockie. It was a successful event that raised fund for scholarships.
* Dr. Olshinsky is sending letters to WV legislators to enhance their knowledge about default rates.

1. **Administrative Reports**

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

* **Tuition and Fees (Approval Requested)**  
    
   Mr. Lippiello presented proposed tuition rates beginning April 2014. The increase is

9.68% and will increase revenue by $400,000. Some fees were eliminated, however, none were added or increased.

Mr. Clarke made a motion the Board approve the new tuition rates as presented. Mr. Altmeyer seconded the motion. Motion carried.

* **FY 2015 Budget**

Mr. Lippiello presented a second draft of the 2015 budget. A formal budget will be

presented for final approval at the April meeting.

* **Data Analytics**

Mr. Lippiello presented an agreement with WVNET to provide warehousing. He asked that the board members review the document as this agreement will be formally presented for approval at the April meeting.

**B. Vice President, Student Services Janet Fike**

* **Default Rates (Resolution)**

Ms. Fike reported that the Department of Education has approved the College’s default management plan. WVNCC continues to make an effort to reduce the default rate, which is predicted to be 30-35% next year. Ms. Fike asked the board to accept a resolution to ask West Virginia legislators for relief from default penalties.

Ms. DeGarmo made a motion the Board accept the resolution as presented. Mr. Clarke seconded the motion. Motion carried.

1. **Old Business**

There was no old business.

**10. New Business**

Dr. Olshinsky stated that there may be a need to move the next board meeting to Monday, April 21. He encouraged members to attend in person or by phone as the 2015 budget will be presented and voted upon.

1. **Executive Session**Mr. Clarke made a motion the Board enter into executive session at 6:30 p.m. to discuss real estate. Ms. DeGarmo seconded the motion. Motion carried.  
     
    Mr. Altmeyer made a motion the Board come out of executive session at 6:45 p.m. Mr. Clarke seconded the motion. Motion carried. No action was taken after executive session.

**12. Adjournment**The meeting adjourned at 6:45 p.m.

Minutes respectfully submitted by, Minutes approved by,

Rana D. Spurlock Christin Byrum

WVNCC Institutional Advancement Board of Governors Secretary