

OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, May 22, 2008 – 6:15 p.m.
Weirton Campus Library

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, May 22, 2008 in the library on the Weirton campus.

1. Call to Order

Ms. DeGarmo chaired the meeting in the absence of Ms. Boyd. The meeting convened at 6:15 p.m.

2. Roll Call

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

Guests included: Dr. Martin Olshinsky, President; Larry Bandi, CFO/ Vice President of Administrative Services; Dr. Jim Bull, Dean, Weirton campus; Bob DeFrancis, Dean, Community Relations; Emily Fisher, Executive Director, Institutional Advancement; Mike Koon, VP/Dean, Economic and Workforce Development; Sue Pelley, Dean, Institutional Technology; Dr. Vicki Riley, Vice President, Academic Affairs; and Steve Woodburn, Dean, Wheeling campus. Other guests included: Rita Berry, new faculty representative to the Board of Governors beginning July 1, 2008; Cindy Hudok, Chair, Classified Staff Council; and Tina Edwards, staff, Weirton campus.

3. Approval of Minutes – Meeting of April 24, 2008

Suggested changes to the draft minutes of the April 24, 2008 meeting were as follows: (1) in the first paragraph on page one, replace the words Board Room with Auditorium, and (2) on page three under Compact Update, delete the "s" from the word requires in the fourth line. Mr. Wycherley made a motion to accept the minutes of the meeting of April 24, 2008 with the suggested changes. Mr. Danford seconded the motion. Motion carried.

4. President's Report

**A. Approval and Acceptance of Contingency Funds --
Local Economic Development Assistance Grant Program**

Dr. Olshinsky reported that through the Governor's Office contingency funds from their Local Economic Development Assistance Grant Program from 2005, West Virginia Northern is to receive \$100,000 for capital improvements. As part of the process, the Board is required to approve the application process to accept the funds. Mr. Danford made a motion that the Board authorizes the college to submit a resolution to the West Virginia Development Office for the \$100,000 for contingency funds for capital improvements. Dr. Cummings seconded the motion. Motion carried.

B. Tuition Reciprocity

The Board received a copy of the reciprocity agreement that has existed between West Virginia and Ohio colleges. The agreement is the same as last year, with the exception that Ohio University Eastern and West Virginia University Morgantown have been added. West Virginia Northern would like to extend the agreement one more year with the addition of the two colleges mentioned above. Ms. Harman made a motion to extend

the tuition reciprocity agreement that is in place from July 1, 2008 through June 30, 2009 with the inclusion of Ohio University Eastern and West Virginia University Morgantown. Mr. Wycherley seconded the motion. Motion carried.

C. Bookstore Rule on Second Reading

The Bookstore Rule was presented to the Board on its second reading. The Rule came out of an action that requires Boards for all institutions to have some form of Bookstore Rule. **Mr. Haught made a motion to accept the Bookstore Rule on its second reading. Mr. Wycherley seconded the motion. Motion carried.**

D. Hazel-Atlas Building Appraisal

Mr. Bandi updated the Board on appraisals obtained by the college on the Hazel-Atlas building. He reported that the first appraisal came in at \$1.2 million, the second appraisal came in at \$375,000 and the third appraisal came in at \$850,000.

The state passed legislation that higher education institutions can sell property and funds can go back to the institutions for another purchase of property, but the property cannot be sold for less than the median between two appraisals. Mr. Bandi, in consultation with Lee Paull Associates, recommend that the Board use the two lower appraisals to determine the median price. Lee Paull Associates recommended that the college establish an appraisal median at \$725,000. Dr. Cummings asked if the various appraisals could be made available to the Board for review and Mr. Bandi agreed to provide that information.

Mr. Bandi asked the Board to move forward to list the Hazel-Atlas property for sale. After further discussion relative to a reasonable selling price, the Board made the following motion: **Mr. Haught made a motion that a selling price of \$690,000 be established by the college for the Hazel-Atlas building with a 5% commission. Dr. Cummings seconded the motion. Mr. Haught made an amendment to the original motion that there be a multiple listing of the property to more than one realtor. Dr. Cummings seconded the motion. Motion carried.** Mr. Danford suggested that an emergency Board meeting be held before September if the proposal is not acceptable with Lee Paull Associates.

E. Highlights of the President's Activities for the Months of April/May

President Olshinsky briefly commented on his activities for the months of April/May as follows:

- Selected to be on the Wheeling Redevelopment Task Force
- Assisted in "Save A Life" Tour presentation where approximately 500 students from four high schools participated
- Met with Senator Bowman to discuss Weirton's future and the role the college will play in its revitalization
- Met and signed agreement with Bethany College to have them offer certain programs on the Wheeling campus and potentially the Weirton campus. Also working with WVU in the same capacity.

F. Human Resource 2007-2008 Summary

Mr. Danford suggested including data with the Human Resource 2007 – 2008 Summary that was included in the Board agenda booklet.

5. Classified Staff Presentation

Cindy Hudok, Chair of the Classified Staff Council, gave a PowerPoint presentation to the Board. The presentation included: the foundation and purpose of Classified Staff Council, members of the Council, primary concerns of Council and current projects. Other information provided to the Board included: student to staff ratio; WVNCC staffing compared to IPEDS Peers; legislation regarding part-time employees; 2001 Mercer salary scale; and job postings, descriptions, charters and PIQ's. Ms. Hudok stated that classified staff would like to see professional development expanded to areas that aren't available at the college and would like to have outside professionals provide additional training.

President Olshinsky commented on the issue of student to staff ratio; the number of staff the college hires, making sure not to overstaff; and justification of positions when they are vacated.

6. Administrative Staff Reports

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

- **Quarterly Financial Report and Construction Update**

Mr. Bandi reviewed the third quarter interim financial statements for March 31, 2008 and 2007 that was included in the Board agenda packet. He indicated that the B&O construction work in progress is responsible for some of the larger changes in the assets on the balance sheet. Revenues from last year's table gaming have helped offset costs of the B&O renovation project. The projected completion date for the B&O renovations is set for September 15.

B. Dean, Enrollments Management – Janet Fike (Excused)

- **Enrollment**

In Ms. Fike's absence, Mr. Bandi distributed and reviewed the summer enrollment comparison report (Summer 1998 to Summer 2008). The Board also received information on the Fall 2008 Enrollment Comparison Report.

C. Executive Director, Institutional Advancement

- **Annual Appeal Update**

Ms. Fisher reported that \$3,240 has been raised in less than one month of the annual appeal letters being mailed.

D. Dean, Institutional Technologies – Sue Pelley

- **Oracle Re-negotiations through WVNET**

Ms. Pelley reported that the damages to each institution from Oracle totaled \$1.2 million; several other institutions have banded together with Northern and they have agreed not to make payment. Oracle wants to do an audit; however, WVNET is not in agreement with an audit being performed and they want to hire a consultant. WVNET is asking consortium members to pay for the audit. Ms. Pelley talked with Dennis Taylor, Vice Chancellor for Administration for the West Virginia Higher Education Policy Commission and the West Virginia Council for Community and Technical College Education, about the issue. Ms. Pelley stated that the college needs to tackle the issue legislatively and fight for an equitable pricing matrix.

E. Dean, Community Relations – Bob DeFrancis

- **Marketing**

Dean DeFrancis stated that the marketing campaign will kick off during the Memorial Day weekend. Ads have already been on TV and radio. Mr. DeFrancis stated that the college has sponsored the *TeenZine* magazine [copy was shown to the Board] for the past three years. Northern's ad in the magazine parallels the college's billboard campaign.

Mr. DeFrancis reported that a report of Northern's commencement was broadcast by Channel 9 News on May 9.

F. Dean Wheeling Campus – Steve Woodburn

- **Save A Life**

Mr. Woodburn reported that the college had 700 students from nine area high schools at the "Save A Life" event.

- **Potential Summer School**

Mr. Woodburn reported on the possibility that the Wheeling campus would be the site for Marshall County schools' summer school program. However, after a meeting with the Marshall County Board of Education on May 19, plans are not certain if summer school will be held on the Northern campus or if Northern will help coordinate the summer school in Marshall County.

Weirton campus begins summer school with Hancock and Brooke counties in two weeks.

- **Text Messaging**

In the absence of Ms. Fike, Dean Woodburn reported on the progress of text messaging. Language in the contract for text messaging is being revised to agree with state code. The New Jersey company that the college is contracting with will need to sign a W-9 form, which could eliminate any problems with the contract. Plans are to have the agreement ready for signing within a week or two. A demonstration on the text messaging service has been conducted with the New Jersey company.

7. Old Business

There was no old business to discuss.

8. New Business

- **Board Elections**
An election will be held at the August meeting.
- **New Faculty Representative to Board of Governors**
Mr. Danford introduced Ms. Rita Berry, professor of Nursing, who will serve on the Board of Governors as faculty representative beginning July 1.

Ms. DeGarmo thanked Mr. Danford for his service to the Board for the past eight years.

9. Adjournment/Next Meeting

Dr. Cummings made a motion to adjourn the meeting at 8:00 p.m. Mr. Freeland seconded the motion. Motion carried. There will be no Board meeting in June or July. The next Board meeting is scheduled for Thursday, August 28 at 5 p.m. in the B&O Board Room.

Minutes respectfully submitted by,

Minutes approved by,

Linda K. Dudash
Executive Secretary to the President

Anne Dieckmann-Harman
Board of Governors Secretary