

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

**Thursday, January 25, 2007 - 5:00 p.m.
B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, January 25, 2007 in the B&O Board Room on Wheeling Campus.

1. Call to Order

In the absence of Ms. Boyd, Mr. Kaser convened the meeting at 5:05 p.m.

2. Roll Call

Roll call was taken by Linda Dudash. Members in attendance were: Dr. Darrell Cummings, Tom Danford, Joseph W. Freeland, Danny Kaser, and Zac Wycherley. Participating by phone: Tamara Pettit Cronin
Excused: Conner Boyd, Charmaine Carney, Joseph Craycraft, Frank E. Gilmore and Anne Dieckmann Harman.

Other guests included: Dr. Martin Olshinsky, President; Larry Bandi, CEO and Vice-President of Administrative Services; Robert DeFrancis, Dean, Community Relations and Institutional Advancement; Janet Fike, Dean, Enrollments Management; Dr. John Jones, Dean, Computer Information and Communications Technology; Mike Koon, Vice-President/Dean, Economic and Workforce Development and Interim Vice-President of Academic Affairs; and Larry Tackett, Dean, New Martinsville Campus. Faculty: Carol Cornforth, Kathy Herrington, Ralph Lucki and Marian Grubor. Student: Eliza Yeater.

3. Student Recognition

Mr. Tackett introduced Eliza Yeater, student on the New Martinsville Campus. Ms. Yeater was presented a certificate of academic excellence by Dr. Olshinsky for being the recipient of the 2006 Phi Theta Kappa National Dean's List Scholarship.

4. Approval of Minutes (December 5, 2006)

Mr. Danford made a motion to accept the minutes of the December 5, 2006 meeting as distributed. Mr. Wycherley seconded the motion. Motion carried.

5. Board Chair Report

A. Hearings and Petitions

There were no hearings or petitions.

6. Faculty Presentation

Carol Cornforth, Kathy Herrington, Ralph Lucki and Marian Grubor represented the collective faculty unit and reported the following: faculty are pleased to be back to the old structure of division chairs, concerns in the Education Center run from noise from heating/AC to temperature control, and faculty are working on the evaluation policy and rolling merit into base pay. Discussions will be held with Dr. Olshinsky to come up with an amicable solution relative to merit pay.

Ms. Herrington, Chair of the Curriculum Committee, announced the following new programs: Dietician Technology, Hospitality, Medical Assisting (certificate and two-year degree) and a two-year degree for Sign Language Interpreter. Other new programs include: Central Service Technician, Coal Mining, Machinist and Power Plant Technology.

Ms. Cornforth reported on intersession classes. She stated that Windows Vista should be up and running in 2008. Faculty will be attending conferences to prepare to utilize the program.

West Virginia Northern is working with Dave Rapp at Wheeling Hospital and Orrick regarding internships.

Mr. Lucki reported the College has entered into a new agreement with the Stifel Center. While most physical education courses are held at the Stifel Center, many will be held on the Wheeling Campus in the fall.

Wheeling Jesuit University has agreed to accept West Virginia Northern graduates into their 2 + 2 Respiratory Therapy program. Mr. Lucki reported that West Virginia Northern's Respiratory Therapy program has been accredited this year until 2018. Northern's Nursing program is up for accreditation in February.

7. President's Report

A. Latest Update on Northern's Compact Review

Dr. Olshinsky reviewed information presented in the Board agenda booklet on West Virginia Northern's Institutional Compact (FY 2005-2006). President Olshinsky reported the state observes how the institution is adhering to the Compact.

B. Tuition and Fee Increases

Information on tuition and fee increase justification--guidelines, budget projections and decision drivers--was distributed to the Board. Dr. Olshinsky stated the College is requesting \$79 as the institution's tuition rate and an increase in facility fees from \$5 to \$10.

Dr. Olshinsky recommended the Board consider raising the tuition rate 4.75% as addressed in the tuition and fee increase justification. **Mr. Kaser made a motion that the College increase tuition by 4.75% beginning fall semester. Mr. Freeland seconded the motion. Motion carried.**

C. Activities for the Month of December

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

- Discussed internships and skill set needs with Orrick and West Virginia High Tech Council. Follow up activities are scheduled to ensure student involvement
- Met with Delegate Tal Hutchins to discuss Northern's legislative agenda
- Launched the Strategic Plan to the college community and explained the accountability aspects
- Introduced the new Web design to the College

D. Other

Dr. Olshinsky reported that RED (Regional Economic Development) will be working with West Virginia Northern to set up internships.

A copy of Northern's Strategic Plan listing the College's goals and objectives through 2010 was included in the Board agenda booklet. A progress report will be given to the Board at the end of the first year.

A PowerPoint presentation was given to the Board by Dr. Olshinsky relative to the new College Web site which will be up by March or April.

Dr. Olshinsky presented a resolution to the Board recognizing Orphy Klempa for his contributions to the College. Mr. Klempa resigned from the Board on December 22, 2006 since being elected to the State House of Delegates. **Mr. Danford made a motion to accept the resolution recognizing Orphy Klempa for his service to the Board. Mr. Wycherley seconded the motion. Motion carried.**

Dr. Darrell Cummings was introduced as the replacement for W. Keith Jones who resigned from the Board in November 2006.

8. Administrative Staff Reports

A. CFO and Vice-President of Administrative Services

Mr. Bandi gave a financial report for first quarter September 30, 2006 and 2005. Financial statement observations were included for the Board's review. Mr.

Bandi stated that low unemployment in the area has impacted College enrollment.

B. Interim Vice-President of Academic Affairs

Mr. Koon reported that several new programs are moving through the system and they will come to the Board for approval. Two programs, Coal Mining and Machinist Technology, received grant funding and they will not require Board approval. (Coal Mining received \$220,000 in grant funding.) Both programs will be implemented in the fall.

The College is involved in the development of training for table gaming dealers. WVNCC began working with Mountaineer Racetrack and Gaming Center about two years ago in partnership that the College would be able to help train potential dealers. The College is working with Wheeling Island Racetrack and Gaming Center to develop their workforce using the Atlantic Cape Community College model.

Mr. Koon gave a PowerPoint presentation on the Title III project. The Title III grant in the amount of \$1.7 million received five years ago ended in December 2006. All of the money from the grant was expended. The largest amount of money was used for WebCT on-line course development and training for 90% of the full-time faculty. Grant money was also used for podcasting development and enhanced instruction technologically for classrooms on all three campuses.

The Tutoring Center has been accredited.

C. Foundation Report

Mr. DeFrancis reported on grant opportunities for which the College has applied: a re-application for funds for the pedestrian bridges connecting the B&O building and the Education Center on the Wheeling campus through the TEA grant and another grant that would be used for an educational DVD-Rom that would interpret the people and events to be highlighted in the National Civil War Memorial.

The office of Institutional Advancement had success in bringing new dollars into the College. Recent funds received include: an anonymous \$25,000 donation to further institutional advancement goals; a \$1,200 scholarship from the Hawley Memorial Fund for students from the City of Wheeling; a \$7,000 grant from the Wheeling Lions Club for use to assist visually and hearing impaired students; \$500 from the Sands Trust for the summer Keep Kids on Campus program; and \$1,040 from the Matt Velez Save a Life fund to provide a trainer and materials to upgrade the Automatic External Defibrillator equipment on the Wheeling, Weirton, and New Martinsville Campuses.

A project is underway to distribute mail ballots relative to membership on the WVNCC Foundation Board.

D. Enrollments Management

Ms. Fike distributed a campus comparison report.

E. Dean, Wheeling Campus

Mr. Bandi reported (in the absence of Mr. Woodburn) on assessing excess furniture needs. The Ohio County School System has taken the majority of equipment from what remained in the Hazel-Atlas building. The College is still working with them to clean out the building.

9. Possible Executive Session

No executive session of the Board was held. Information on a second appraisal of the Hazel-Atlas building was distributed. Mr. Bandi reported that the College is continuing to look for opportunities for the sale of the building.

10. Old Business

There was no old business.

11. New Business

There was no new business.

12. Adjournment/Next Meeting

Mr. Wycherley made a motion to adjourn the meeting at 6:30 p.m. Mr. Danford seconded the motion. Motion carried. The next Board of Governors meeting will be held on February 22, 2006 at 5:00 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