

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, September 23, 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, September 23, 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, Conner Boyd, Joseph Craycraft, Dr. Darrell Cummings, Mary K. DeGarmo, Deborah Keener, Gus Monezis, Fred Renzella and Zac Wycherley. Excused: John Clarke and Anne Dieckmann Harman. By Phone: Bill Haught.

Guests included: Dr. Martin Olshinsky, President; Bob DeFrancis, Dean, Community Relations; Janet Fike, Dean, Enrollments Management; Emily Fisher, Executive to the President for Development/CFRE; Mike Koon, Vice President of Economic and Workforce Development; Steve Lippiello, Chief Financial Officer/Vice President of Administrative Services; and Dr. Vicki Riley, Vice President of Academic Affairs. Others: David Hanes, Institutional Technologies Director and Pam Woods, Institutional Research Director.

3. Approval of Minutes – Meeting of August 26, 2010

One change was suggested to item ten on page six. “October” is to be corrected to read “September.” **Mr. Monezis made a motion to accept the minutes of August 26, 2010 with the suggested change. Mr. Wycherley seconded the motion. Motion carried.**

4. Board Chair Report

• **Hearings and Petitions**

There were no hearings or petitions.

5. President’s Report

A. 21st Century Jobs Cabinet

On October 3, Dr. Olshinsky will join the Governor’s 21st Century Jobs Cabinet at a meeting at Oglebay Park. The President will give a presentation on the state of the College at the present time.

First Lady Gayle Manchin and the Governor’s 21st Century Jobs Cabinet will conduct a community forum on October 4 in the B&O Auditorium titled “Learn More, Earn More,” about the benefits of and opportunities for apprenticeship training in West Virginia. The Jobs Cabinet will also be looking at Northern’s

Middle College Early Entrance High School to determine how to initiate the concept into other areas of the state. Dr. Olshinsky intends to discuss funding for Northern's Middle College Early Entrance High School with the Jobs Cabinet.

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

Dr. Olshinsky reported on the following highlights for the month of September:

- The College entered into a partnership with Centre Town Fitness. Approximately 500 students have taken advantage of the facility during the first two weeks of classes.
- Northern held a kick-off meeting on September 17 on the Wheeling Campus for all employees relative to the Higher Learning Commission Accreditation visit.

6. Administrative Staff Reports

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

• Centre Town Fitness

Mr. Lippiello reported the College entered into an agreement with Centre Town Fitness for one complete school year. This timeframe will give the College an opportunity to determine if the partnership is worth continuing. Currently, Northern is conducting classes at Centre Town Fitness.

• State Stabilization

WVNCC was informed by the state that the federal government distributed stimulus money in the amount of \$618,973. The College will be required to apply the money toward salaries and benefits.

• Bookstore Procedure

A summary of the Bookstore/Textbook Rule was distributed highlighting key points for the Board's consideration. The Higher Education Policy Commission's expectation is that the Board adopt a rule in support of the Textbook Rule. A Textbook Affordability Committee is being established. The committee will work toward making textbooks more affordable for students through on-line purchasing, textbook rentals and a buy-back program. Additional information will be brought back to the Board relative to the Textbook Rule at the October meeting.

- **Year-End Financial Results – Unaudited**

Mr. Lippiello gave a report on the Statement of Net Assets for June 30, 2010 and 2009.

B. Dean, Enrollments Management – Janet Fike

- **Fall Enrollment Numbers**

Ms. Fike distributed the Fall 2010 Enrollment Comparison Report. At the present time, 3196 students are enrolled for the fall semester with about two weeks of enrollment to go. All campuses are ahead on FTE.

- **Financial Aid Comparisons for 2009-2010**

A financial aid comparisons report for the past three years showing a breakdown of individual funds was distributed to the Board and reported on by Ms. Fike.

C. Vice-President Academic Affairs – Dr. Vicki Riley

- **West Virginia Nursing Board of Examiners Site Visit – Update**

Northern was visited by the West Virginia Nursing Board of Examiners September 8-10. The visit was positive with Northern being praised for the nursing program's national pass rate. A final written report of the visit will be forthcoming.

The nursing board recommended nursing faculty receive a separate evaluation on core competencies of nursing educators. The nursing board wants to see more student data evaluations. Northern is moving to a new student course evaluation that will be completed on-line.

- **Health Information Technology Project – Update**

West Virginia Northern was awarded a federal grant of over \$600,000 over two years to provide training in support of the mandatory conversion of health records to electronic format. On-line training begins September 30, 2010 and training must be completed in six months.

- **Radiologic Technology Grant**

Wheeling Hospital is discontinuing their Radiologic Technology Program and has agreed to transfer that program to West Virginia Northern. The College submitted a grant request of \$220,000 for start-up funds.

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

- **Project BEST Endowed Scholarship**

West Virginia Northern received a \$50,000 endowed scholarship from Project BEST. The scholarship will secure funding for students who are associated with the trade unions or contractors.

- **Create WV**

Northern Middle College Early Entrance High School and Culinary Arts “Green” Program will be addressed at the Create West Virginia Conference scheduled in Wheeling on October 17, 18 and 19. In conjunction with the “Green” program, a mural will be in place behind the Culinary Arts garden by October 3.

- **Other**

The Title III Grant will be out soon. The Foundation audit is complete. It was a clean opinion. The Foundation Board Retreat was held on September 15.

E. Dean, Wheeling Campus – (Bob DeFrancis for Steve Woodburn)

- **Friends Dinner**

Wheeling Friends of the College will host a dinner on September 25 in honor of Waneta Acker, member of the Friends Board. Members of the Board of Governors were invited to the dinner.

- **Concert**

A live concert featuring the Joe Zelek band will be held on October 9 on the rear plaza of the B&O building. In the event of inclement weather, the concert will be held in the multipurpose room of the Education Center. Admission is free to students and is \$5 for guests.

F. Dean, Community Relations – Bob DeFrancis

- **Events**

On October 8 the following public events will be held on the Wheeling Campus: (1) the 2nd Fall Harvest Festival (from 4-7 p.m.), and (2) the disabilities awareness activities kick-off with the appearance of a blind magician to be held in Room 121 of the Education Center beginning at 6:30 p.m. Inductions to Phi Theta Kappa will be held on October 8 in the B&O Auditorium.

7. Old Business

Although action relative to real estate was listed on the agenda, no action was taken.

8. New Business

There was no new business.

9. Executive Session

Ms. Boyd made a motion the Board enter into executive session at 5:45 p.m. to discuss buildings the College plans to acquire. Mr. Monezis seconded the motion. Motion carried.

Ms. Boyd made a motion the Board come out of executive session at 6:35 p.m. Mr. Monezis seconded the motion. Motion carried.

10. Adjournment/Next Meeting

Ms. Boyd made a motion to adjourn the meeting at 6:35 p.m. Mr. Monezis seconded the motion. Motion carried. The next Board meeting is scheduled for Thursday, October 28, 2010 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