

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, March 24, 2011 – 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 24, 2011 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, John Clarke, Joe Craycraft, Dr. Darrell Cummings, Anne Dieckmann Harman, Gus Monezis, Kyrie Straight and Zac Wycherley. By Phone: Conner Boyd and Mary K. DeGarmo. Excused: Bill Haught and Fred Renzella.

Guests included: Dr. Martin Olshinsky, President; Bob DeFrancis, Dean, Community Relations; Janet Fike, Dean, Enrollments Management; Mike Koon, Vice President Economic and Workforce Development; Steve Lippiello, Chief Financial Officer/Vice President of Administrative Services; Dr. Vicki Riley, Vice President, Academic Affairs; and Steve Woodburn, Dean, Wheeling Campus. Other: Lisa Ingram, President, Faculty Assembly.

3. Faculty Presentation

Lisa Ingram, Faculty Assembly President, gave a presentation that included information on faculty driven innovations tried in the classroom this year, policy/procedures that were revised (Faculty Evaluation Policy, Faculty Promotion Policy, Faculty Merit Procedure), concerns relative to faculty salary increases, and the salary proposal passed at the February 4, 2011 Faculty Assembly meeting.

Mr. Woodburn reported the College received a grant that will enable the institution to have a dedicated developmental math lab.

4. Approval of Minutes – Meeting of February 24, 2011

Mr. Wycherley had one change to the draft minutes of February 24, 2011. On page five under Financial Aid Summary, replace the word *enrollment* with *financial aid*. Mr. Wycherley made a motion to accept the minutes of the meeting of February 24, 2011 as amended. Mr. Clarke seconded the motion. Motion carried.

5. Board Chair Report

• **Hearings and Petitions**

There were no hearings or petitions.

6. President's Report

A. Salary 2012 Rates

Information relative to the Governor's Action on FY 2012 Budget Bill was distributed. Interim Governor Earl Ray Tomblin signed the FY 2012 budget bill, HB 2012, making minor changes to the higher education budget. No changes were made to the budgets of the Community and Technical College System institutions.

Dr. Olshinsky reported salary enhancements from last year will remain in the budget. The President proposed the Board consider classified staff at 15+ years, as well as administration, receive a 4% salary increase. College administration is considering Faculty Assembly's salary proposal recommendation that was presented to administration as follows: (1) if the salary enhancement *is not made permanent*: add \$1,000 to the base and three increment steps, or (2) if salary enhancement *is made permanent*: add \$1,000 to the base and one increment step. Mr. Lippiello will provide 2012 salary rates to the Board at the April 28 meeting.

Dr. Olshinsky encouraged the Board to attend the April 28 meeting to address salary increases.

B. Resident Tuition and Fees

Board members received information on resident tuition and fees showing how WVNCC fares compared to its colleagues and peers. Dr. Olshinsky and Mr. Lippiello will defend the College's tuition increase at the April 14 meeting of the WV Council on Community and Technical College Education.

C. Highlights of Activities for the Month of March 2011

Dr. Olshinsky reported on the following President's activities for the month of March 2011:

- Participated in activities for three new Federal Grant applications involving WV, PA and WVU-Parkersburg
- Participated in Marcellus Shale business expo. Should have something in place regarding training sometime next month.
- Partnered with Eastern Gateway Community College relative to Steelworkers for the Future
- Signed an articulation agreement with Wheeling Jesuit University for a mostly seamless transfer agreement

D. Buildings

Dr. Olshinsky reported he and Mr. Lippiello visited four local buildings to see if they should be considered for purchase by the College. A cost analysis of the buildings in which the College may be interested will be presented at the April 28 Board meeting.

7. Administrative Staff Reports

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

- **First Reading of FY 2012 Budget**

A PowerPoint presentation was delivered to the Board relative to the FY 2012 budget. One budget concern has to do with the possibility of Perkins funding being in jeopardy due to proposed dramatic cuts/elimination.

A detailed fee schedule specific to programs will be presented to the Board at the next meeting. The plan for the April 28 meeting is to provide the Board a budget for which they will be asked to conduct a formal vote including new fees that are being proposed and the Excel spreadsheet that was provided to the Board at this meeting. Information will be mailed to the Board in advance.

B. Dean, Institutional Technologies – Sue Pelley

- **Equipment/Usage Updates**

No report was given in the absence of Ms. Pelley.

- **Progress on Math Lab**

No report was given in the absence of Ms. Pelley.

C. Dean, Enrollments Management – Janet Fike

- **Financial Aid Summary**

A PowerPoint presentation was delivered to the Board and information distributed on a three year financial aid comparison. Included in the report was information on scholarship dollar comparisons, federal Pell Grant funds (dollars paid), increase in student loan debt (student loan borrowing both subsidized and unsubsidized), students receiving any aid vs. all degree-seeking students, total financial aid from all sources, and changes on the

horizon. In addition, new federal program integrity rules have been passed. A meeting is scheduled for April 29 regarding how the College will monitor the requirements in the integrity rules.

Ms. Fike will provide the Board with information on where West Virginia Northern is regarding default rates.

A suggestion was made to have the Board draft a resolution that would be sent to congress at the federal level asking that they address the impact of both the proposed reduction of the Federal Pell Grant award and the cancellation of the program which enables the student to receive a second Pell Grant for the same academic year. **Dr. Cummings made a motion the Board draft a resolution in support of keeping the Pell Grant. Ms. DeGarmo seconded the motion. Motion carried.** Dr. Olshinsky and Ms. Fike will draft a resolution for signature by each Board member. The Board asked that other community college presidents be contacted and that they approach their Boards and have them, as well as Chambers of Commerce, contact federal congressional people asking them to address the issue regarding Pell Grants.

D. Vice President Academic Affairs – Dr. Vicki Riley

- **Post-Audit Review for ParaLegal, CP and AAS (Action)**

An executive summary was provided to the Board on the Paralegal, CP and AAS programs. Northern is working on national accreditation of this program.

The Vice President of Academic Affairs requested the Boards approval for continuation of the ParaLegal, CP and AAS program. **Mr. Clarke made a motion the Board approve continuation of the Paralegal, Certificate and Associate in Applied Science occupational program as presented. Mr. Wycherley seconded the motion. Motion carried.**

F. Dean, Community Relations – Bob DeFrancis

- **Commencement**

Board members were reminded commencement will be held on Friday, May 13 at 7 p.m. at the WesBanco Arena. Those participating in the event and sitting on the dais should arrive to robe no later than 6:15 p.m. Ms. Harman agreed to confer degrees on behalf of the Board of Governors.

8. Old Business

There was no old business.

9. New Business

There was no new business.

10. Adjournment/Next Meeting

Ms. Harman made a motion to adjourn the Board meeting at 6:30 p.m. Ms. Berry seconded the motion. Motion carried. The next Board meeting is scheduled for Thursday, April 28, 2011 in the B&O Board Room on the Wheeling Campus.

Minutes respectfully submitted by,

Minutes approved by,

Linda K. Dudash
Executive Secretary to the President

Anne Dieckmann-Harman
Board of Governors Secretary