

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

**Thursday, January 28, 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, January 28, 2010 in the B&O Board Room.

**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, Bill Haught, Gus Monezis and Zac Wycherley. By Phone: Conner Boyd. Excused: Mary K. Hervey DeGarmo, J.W. Freeland and Miranda Postle.

Other guests included: Dr. Martin Olshinsky, President; Robert DeFrancis, Dean, Community Relations; Janet Fike, Dean, Enrollments Management; Emily Fisher, Executive to the President for Development; Mike Koon, Vice President, Economic and Workforce Development; Steve Lippiello, CFO/Vice President of Administrative Services; and Dr. Vicki Riley, Vice President, Academic Affairs.

**3. Approval of Minutes (October 19, 2009)**

Mr. Wycherley suggested one addition be made to the minutes of the October 19, 2009 Board meeting. On page two under section 6A, in the second line, he suggested the word *cost* be added after the word benefit. **Dr. Cummings made a motion to accept the minutes of the October 19, 2009 Board meeting with the suggested change. Ms. Berry seconded the motion. Motion carried.**

**4. Board Chair Report**

• **Hearings and Petitions**

There were no hearings or petitions.

**5. President's Report**

**A. Introduction of New Member**

Dr. Olshinsky introduced new member Gus Monezis. Mr. Monezis was appointed to the Board on December 15, 2009; he succeeds Tamara Pettit.

**B. IPEDS Report**

Dr. Olshinsky summarized the IPEDS Data Feedback Report for 2009 that compares West Virginia Northern to its peer institutions.

### **C. Highlights of President's Activities for the Month of January 2010**

Some of the highlights of the President's activities for the month of January 2010 included the following:

- Working with staff to facilitate several grant applications. The goal is to have two major grants by summer 2010.
- Met with several benefactors to solicit funds for Middle College High School
- Scholarship funds coming from several sources amounting to \$142,000

## **6. Administrative Staff Reports**

### **A. CFO and Vice-President of Administrative Services (Steve Lippiello)**

- **Budget Issues**

Mr. Lippiello gave a PowerPoint presentation relative to budget issues on which the College is working for the current year and next year. He reported the state issued the College a directive to reduce its budget by 3.4%, which is approximately \$288,000. Mr. Lippiello reported the College recognized cost savings throughout the year to off-set this amount. During the current fiscal year, the College's budget has been cut 6.1%.

For 2011, the state put forth a mandate reduction of 5% or \$374,000. College departmental budgets will be reviewed to make certain the College meets the 5% mandated reduction for 2011.

- **Higher One**

Mr. Lippiello reported the College entered into a contract with Higher One to process refunds for students, including financial aid refunds. Refunds will be applied to a debit card on the date refunds are due and mailed to students who enroll in the program.

### **B. Dean, Enrollments Management (Janet Fike)**

- **Final Fall Numbers and Spring Enrollment**

Ms. Fike distributed information and reported on the Fall End of Semester Enrollment Comparison Report as well as the Spring 2010 Enrollment Comparison Report.

- **Immunization Report**

The Board received a copy of Northern's Immunization Report for fall 2009.

**C. Dean, Community Relations (Bob DeFrancis)**

- **Martin Luther King, Jr. Day**

Mr. DeFrancis reported on the January 18 activities held in honor of Martin Luther King, Jr. Day. A new aspect of the event is the College had an opportunity to apply for a grant through the WV Campus Compact with the goal to provide services to honor the memory of Dr. King. West Virginian Northern collected over \$1,000 worth of personal items for the homeless with volunteers helping to pack the items for distribution. Dr. Cummings spoke at the luncheon for the volunteers.

**D. Dean, Wheeling Campus (Mike Koon for Steve Woodburn)**

- **College Reading and Learning Association (CRLA) Certification**

WVNCC received a five-year recertification from CRLA for its tutoring center. Northern is one of four colleges in the state to receive this certification and the only true community college to have certification in the state of West Virginia.

**E. Vice President, Academic Affairs (Dr. Vicki Riley)**

- **Health and Human Services Grant Project**

Dr. Riley reported the College has been working on a federal grant for recovery dollars. Northern will also be working with a consortium of colleges on training in electronic health records to those currently in the health field. If the College is successful with the training, it will be the only college in West Virginia to have participated in this program.

Through the efforts of Dr. Suzanne Clutter, biology instructor on the New Martinsville Campus, Northern received notification the institution is the recipient of a \$10,000 grant from the Pittsburgh Conference Memorial National College Grant program. The grant will be used to purchase laboratory equipment for the College's intro to biology and microbiology courses. Dr. Clutter is also working on plans for a collaborative project with the Oglebay Good Zoo.

- **Culinary Arts Accreditation**

Northern's Culinary Arts program was re-accredited for a seven-year period. This qualifies the College as an ACF Exemplary Program, an honor held by approximately 30 post-secondary institutions worldwide.

- **Nursing Accreditation**

Northern's nursing program received full accreditation through 2015.

**7. Old Business**

There was no old business to discuss.

## 8. New Business

There was no new business to discuss.

## 9. Executive Session

- Real Estate

**At 6:00 p.m. Ms. Harman made a motion the Board go into executive session to discuss real estate. Mr. Haught seconded the motion. Motion carried.** The Board came out of executive session at 6:40 p.m.

## 10. Adjournment/Next Meeting

**Ms. Harman made a motion to adjourn the regular session of the Board meeting at 6:00 p.m. Mr. Haught seconded the motion. Motion carried.** The meeting adjourned at 6:40 p.m. The next Board meeting is scheduled for Thursday, February 25 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