

OFFICIAL Minutes
BOARD OF GOVERNORS
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE

Thursday, August 24, 2006 – 5:00 p.m.
B&O East Auditorium

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, August 24, 2006 in the B&O East Auditorium on the Wheeling Campus.

1. Call to Order

Ms. Boyd convened the meeting at 5:05 p.m.

2. Roll Call

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

Other guests included: Larry Bandi, Dean, Business, Finance, Facilities; Robert DeFrancis, Dean, Community and Public Relations; 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 VP for Academic Affairs; Larry Tackett, Dean, New Martinsville Campus; Steve Woodburn, Dean, Wheeling Campus; new staff: Emily Fisher and Thomas Queen; faculty: Debbie Cresap, Connie Dale, Darcey Ferrell, Marian Grubor, Don Poffenberger, Pam Sharma, Carol Teaff, Dr. Greg Winland, and Debra Yadrick.

3. Approval of Minutes (May 25, 2006)

Mr. Danford recommended the following changes on page two of the draft minutes of May 25, 2006: In the first and third paragraphs, replace “until word is received on her re-appointment” with “*unless she is not re-appointed.*” Mr. Gilmore recommended the following change in the second sentence of the third paragraph on page six: delete the words “accept the offer.”

Mr. Danford made a motion to accept the minutes of May 25, 2006 as amended. Ms. Harman seconded the motion. Motion carried.

4. Board Chair Report

A. Hearings and Petitions

There were no hearings or petitions.

5. President's Report

A. Introduction of New Employees

Dr. Olshinsky introduced the following new employees: Staff: Emily Fisher, Executive Director, Institutional Advancement; Thomas Queen, Wheeling Campus Service Worker; Larry Tackett, New Martinsville Campus Dean. New staff members unable to attend: Shannon Payton, Program Coordinator, Student Activities; Lisa Soly, Transfer Counselor. Dr. Olshinsky introduced Nancy Glenn who has filled the new position of Registrar. The following faculty were introduced (some are new; some are replacements): Debbie Cresap, Business/Clinical Medical Assistant Program Director; Darcey Ferrell, New Martinsville, Human Services (Darcey replaces Kathy Herrington on the New Martinsville Campus and Kathy Herrington will now be stationed on the Wheeling Campus replacing Dr. Dorothy Jones who retired at the end of last semester); and Debra Yadrick, Weirton, Respiratory Care. Steve Gress, Biology, was unable to attend.

B. Certificates of Recognition

Dr. Olshinsky presented certificates of recognition to faculty who received awards for their excellence in teaching at the 2006 NISOD conference and those who were presenters at the conference. The following were recognized for receiving the 2006 NISOD Excellence Award: Connie Dale, Marian Grubor, Denny Roth (unable to attend Board meeting), Shirley Rychlicki (unable to attend Board meeting), Carol Teaff, and Dr. Greg Winland. Presenters at the 2006 NISOD conference who received Certificates of Recognition from Dr. Olshinsky were: Tom Danford and Pam Sharma. A Certificate of Recognition was presented to Don Poffenberger for a presentation he gave on pod-casting at the 2006 WebCT/Vista-Impact Conference. Dr. Olshinsky expressed his appreciation to faculty for their representation of West Virginia Northern.

C. College Goals

A preliminary draft of institutional goals was introduced to the Board by Dr. Olshinsky. The Strategic Priorities Chart is a list of nine College goals prepared by College administrators, staff, and faculty representatives reflecting on how the College plans to

move forward. Eventually, names will be assigned to goals and individuals will be accountable for the outcome of those goals. The President stated the Strategic Priorities Chart will be distributed to the college community on August 25 asking for their input. The Board was asked for feedback on the goals and they are to submit corrections or additions to Linda Dudash by e-mail. Finalized goals will be presented to the Board in September.

D. Highlights of Activities for the Months of June/July/August

- West Virginia Northern received a lot of free advertising in the past few months— TV and radio spots as well as interviews for various articles on the College.
- Dr. Olshinsky was interviewed by consultants hired by RED (Regional Economic Development) to look at Wheeling's economic future--one of the needs is that educational institutions are not providing the area enough trained personnel to meet the needs of companies coming into the area and of existing companies. This issue provided an impetus for a meeting with the President of West Liberty State College; Wheeling Jesuit University; Bethany College; Bernie Twigg, WesBanco; and other stakeholders to discuss how the colleges can partner to address shortcomings in the RED's study.
- The President presided over the dedication of the Education Center.
- Mike Koon was appointed Interim Vice President of Academic Affairs. The position will be announced in September and the College plans to have the position filled by January.
- Pam Sharma will serve as the College's Instructional Technologist to assist faculty in expanding the College's e-learning capacity.
- The registration process has been tightened up. A lot of work has been done to remove students from the system who weren't paying and not allowing them to attend classes.
- Articulation agreements were signed with West Liberty State College and Strayer University.
- Adjunct faculty and full-time faculty attended a dinner meeting prepared by Culinary Arts on August 14 in the Education Center. Faculty members met and discussed curriculum. This event will be scheduled on an annual basis every fall.

Proposed Series 48, Peer Selection was distributed to the Board. The rule establishes and outlines the system for selecting peers and allocating peer equity funding for institutions under the Higher Education Policy Commission, Council for Community and Technical College Education, and institutional governing boards. Proposed Series 48, Peer Selection, was accepted by the WV Council for Community and Technical College Education at its meeting of August 24, 2006.

Regarding peer selections, Northern is looking at a multi-campus institution rather than the typical single campus institution. This concept, however, is not recognized in the data bank used by the peer selection committee. Colleges will be informed in December of peers selected for their institution and they will be given an opportunity to challenge the selections.

The FY 2008 appropriation request from the WV Council for Community and Technical College Education meeting of August 24, 2006 was distributed. In the 2008 appropriation request, the legislative committee proposes an improvement package request of \$5 million in new peer funding. Once allocated, peer equity funding becomes part of each institutions' base state appropriation in subsequent years.

A full-time faculty comparison chart was included in the FY 2008 appropriation request. The table shows the average salary of WVNCC faculty at \$42,328. A classified staff salary schedule was included along with a table showing the cost to fund a 3.12% salary increase (\$162,652). The reality is that West Virginia Northern classified staff are at step, however, the data used is from 2001.

6. Administrative Reports

A. Dean, Business, Finance, Facilities

Mr. Bandi distributed information on project appropriation requests for 2007 capital projects. The State has entered into an agreement with WVNET to post this information on-line. West Virginia Northern was the first to enter into the EPICS system. The College has requested \$7.9 million for all capital projects. The requirement for filing the report is August 25 by 5 p.m.

A financial update on College Square was given which reflected the \$100,000 funding from the City of Wheeling and the potential new Court of Claims suit with Colaianni Construction in the amount of \$30,000 for brick re-pointing.

B. VP/Dean, Economic and Workforce and Interim VP of Academic Affairs

In the area of Academic Affairs, Mr. Koon reported work continues and progress is being made on the assessment initiative and implementing the plan. Faculty have turned in over 50 reports to assist with assessment. Mr. Koon stated the Higher Learning Commission/North Central Association, the College's accrediting agency, will be on campus to conduct a focus visit a little over a year from now and assessment is an important factor of the focus visit.

C. Dean, Community Relations and Institutional Advancement

Mr. DeFrancis reported on the dedication of the new Education Center as it relates to the Foundation. Many major donors were present at the dedication and were given special recognition ranging from VIP medallions to a VIP room to plaques listing major donor names. Dr. Olshinsky suggested taking pictures of classrooms with students that were furnished by contributions given by major donors and sending the photos to the donors. Dr. Olshinsky recognized the efforts of all involved in the dedication plans.

Mr. DeFrancis reported the fall fund raiser has been turned over to the three Friends of the College groups. Planning is being done at the Friends level. A list of auction items has been posted to the College web site. Tickets for the event are \$30 per person and may be obtained by contacting Becky Yesenczki, Wheeling Campus Coordinator, at 233-5900, ext. 4220. Sponsorship tables are available at \$250 for a table of six or \$400 for a table of eight. Ticket sales are limited to 300. Culinary Arts will provide the food for the dinner. Proceeds from the event will go to the Friends groups for scholarships. Invitations are ready to be mailed. The Board was asked to sell tickets to the fund raiser. To date, \$2,800 has been received from sponsors for the dinner.

D. Dean, Enrollments Management

Ms. Fike distributed an enrollments report as of 4 p.m. today. She gave an accounting of students cancelled on August 7 for not paying on time. However, a number of those students have come back. Ms. Fike reported that census date is October 15 and Northern is looking to match or exceed last years numbers. All students currently enrolled are paid students.

7. Old Business

West Virginia Northern, Belmont Technical College, and Jefferson Community College developed a joint postcard that went out to the service area emphasizing the community college value to residents. Dr. Olshinsky passed the postcard around for the Board to see.

8. New Business

Mr. Woodburn introduced the Student Code of Conduct rule to the Board. The rule was driven by the fact that West Virginia Northern had a hard semester relative to student behavior and there was no rule in place on how to handle student behavior. Mr. Woodburn stated the rule was distributed to faculty, staff and students for review prior to being presented to the Board.

After review by the Board, it was determined that Item C on page three would need further review. Mr. Woodburn stated there will be further review of Items A and C on pages two and three. In further discussion, a suggestion was made to include language in the rule on repeat offenses. On page three, Item B3, a suggestion was made to delete the word *additional*. Mr. Woodburn will make edits to the Student Code of Conduct rule and distribute to Faculty Senate, Classified Staff Council, and Student Senate for review prior to the September Board meeting. Student Code of Conduct will be on the September Board agenda for a second reading. Anyone wanting a copy of the current Student Code of Conduct is to contact Janet Fike.

Mr. Woodburn stated training could be held for Campus Deans and other essential personnel on how to handle student behavior situations.

9. Other

Ms. Boyd announced that W. Keith Jones has informed the Board he will resign as of November 1 due to changes in his job status. Dr. Olshinsky and Ms. Boyd will identify individuals who meet the necessary party affiliation and they will come to the Board with names for a replacement for Mr. Jones.

10. Executive Session

At 6:45 p.m., the Board entered into executive session to discuss real estate and legal issues on a motion by Ms. Harman and seconded by Mr. Freeland. At 7:15 p.m. the Board came out of executive session and the Board took no formal action on the executive session items. The meeting was adjourned (7:16 p.m.).

11. Next Meeting

The next Board of Governors meeting is scheduled for September 28 at 5 p.m. in the B&O Board Room.

Minutes respectfully submitted by,

Linda K. Dudash
Administrative Assistant, Sr.

Minutes approved by,

Anne Dieckmann-Harman
Board of Governors Secretary