

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

**Thursday, September 24, 2009 -- 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 24, 2009 in the B&O Board Room.

1. Call to Order

Mr. Haught convened the meeting at 5:05 p.m. in the absence of Mr. Craycraft.

2. Roll Call

Roll call was taken by Linda Dudash. Members in attendance were: Rita Berry, John Clarke, Dr. Darrell Cummings, Mary K. Hervey DeGarmo, Bill Haught and Zac Wycherley. By Phone: Anne Dieckmann Harman. Excused: Conner Boyd, Joe Craycraft, J. W. Freeland and Miranda Postle.

Other guests included: Dr. Martin Olshinsky, President; Robert DeFrancis, Dean, Community Relations; Mike Koon, Vice President Economic and Workforce Development; Steve Lippiello, CFO/Vice President of Administrative Services; Sue Pelley, Dean, Information Technology. Guests: Pam Woods, ACCE Representative and David Hanes, WVCCA 2009 Outstanding Award Recipient.

3. Approval of Minutes (August 27, 2009)

Ms. Harman made a motion to accept the minutes of the August 27, 2009 Board meeting as presented. Ms. Berry seconded the motion. Motion carried.

4. Board Chair Report

• Hearings and Petitions

There were no hearings or petitions.

5. President's Report

The Foundation's annual appeal began. Joe Craycraft will contact Board members to ask for their participation. Northern would like to have 100% participation from Board members.

A. Update on Budget (Governor's Letter)

A memo from Governor Manchin on budget constraints was included in the Board agenda booklet. The memo states that due to financial constraints faced by the State over the next twelve months, each agency is expected to maintain or reduce operating costs and is expected to hold operational, maintenance, rental/lease rates, and licensing costs flat over the next twelve months.

B. Highlights for the Months of August and September:

Some of the highlights reported on by Dr. Olshinsky for the months of August and September are as follows:

- Met with Project Best sub-committee to discuss an endowed scholarship. The College will know the amount of the endowed scholarship after their regular meeting in October.
- Supported the Regional Innovation Grant Consortium in the submission of a sustainable energy grant
- Met with West Liberty University to expand articulations. The goal is to have a seamless transfer process.
- Held Foundation Retreat on September 23. Projects on which they are working are: clinical labs in Wheeling and Weirton, technology increases, and endowed scholarships.

6. Administrative Staff Reports

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

- **Audit**

Mr. Lippiello shared information from the College's audit. Auditors will make a presentation to the Board in October.

- **Budget**

Mr. Lippiello presented the budget report through June 30, 2009. He stated that Governor Manchin issued a memo regarding budget constraints and controls.

The College began preparing next year's budget which will impact FY2011. Capital requests will be reviewed upon receipt. The budget is due October 2. The College received funding from Saving America's Treasurers Grant through Congressman Mollohan's office. Grant money will be used to help fund the cleaning and pointing of the B&O building. A bid under \$300,000 was submitted to the College for the work. The bid was accepted.

B. Dean, Enrollments Management (Janet Fike)

- **Enrollment**

President Olshinsky gave an enrollments report in the absence of Ms. Fike. He reported College enrollment as up by 13% and FTE is up by about 235 over the same time last year. Enrollment is up in distance education also. Enrollment for early entrance and high school programs is not included in enrollment numbers.

Mr. Koon reported that table gaming classes are offered every six weeks. Northern held discussions with the Community College of Allegheny County and Blue Ridge Community and Technical College about assisting them with table gaming classes.

C. Dean, Community Relations (Bob DeFrancis)

- **Social Justice Activities**

Funding of \$8,750 was awarded the College from a Social Justice Initiative Grant. The first round of activities made possible by a grant from the state Higher Education Policy Commission's Social Justice Initiatives program is scheduled for October 2 and is aimed at Disabilities Awareness Month. Activities will be conducted throughout the month of October and will be open to the public, students and staff. The second event, the 65th birthday of D-Day, will be held in late November or early December. Women's History Month will wrap up the schedule of activities in March 2010.

- **West Virginia Compact Mini Grant**

Through funding received from a mini grant applied for through the West Virginia Campus Compact, the College, in collaboration with other higher education institutions and area churches, will collect personal hygiene items for the homeless as a service project in commemoration of Martin Luther King, Jr. Day.

- **West Virginia Executive Magazine**

Mr. DeFrancis reported that the Summer 2009 issue of West Virginia Executive Magazine showcased West Virginia Northern's Workforce Development opportunities.

D. Dean, Wheeling Campus (Steve Woodburn)

- **Wheeling Friends of the College Dinner**

In the absence of Mr. Woodburn, Dr. Olshinsky invited the Board to the Wheeling Friends of the College dinner on September 26, 2009.

E. Dean, Institutional Technology (Sue Pelley)

- **Changeover for Internet Service**

Ms. Pelley gave an update on the changeover of Internet services from WVNET to StratusWave Communications.

IT is presently working on creating a student network.

Funding in the amount of \$70,000 was received by the College for replacing the telecom system; however, that amount is still about \$40,000 short of the amount needed.

- **E-pop – Web Conferencing Site**

Ms. Pelley reported on the College's new web conferencing site and its value relative to distance education classes.

To date, four high schools are using the College's E-pop service with early entrance students in Wetzel County being the highest number of users.

7. Old Business

There was no old business.

8. New Business

Dr. Olshinsky introduced Pam Woods to the Board. Ms. Woods is the new representative to the Advisory Council of Classified Employees.

Dr. Olshinsky introduced David Hanes to the Board. Mr. Hanes was selected to be the 2009 WVCCA Outstanding Award Recipient and will be recognized at the WVCCA Conference being held in Huntington, WV from October 14-16.

- **Red Flag Rule**

The Red Flag Rule (Identity Theft) was presented to the Board on first reading. Mr. Wycherley suggested that the Rules Committee clarify the rule by identifying the rules for which the College should be in compliance (refers to the third sentence in the Rule). Mr. Wycherley also suggested there be clarification relative to the last sentence of the Rule by including information on who the College will provide notice to regarding negative information.

9. Adjournment/Next Meeting

A motion was made by Ms. Berry to adjourn the meeting at 6:05 p.m. Mr. Haught seconded the motion. Motion carried.

The next Board of Governors meeting is scheduled for Monday, October 19, 2009 at 5:00 p.m. in the B&O Board Room.

There will be no Board meeting in November. A brief Board meeting will be held on Tuesday, December 8 at 11:15 a.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