

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

**Thursday, January 26, 2006 - 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 26, 2006 in the B&O Board Room on Wheeling campus.

Judge Recht swore in the following newly appointed Board members: Joseph Craycraft, Tamara Pettit Cronin and Joseph W. (JW) Freeland.

**1. Call to Order**

Ms. Boyd convened the meeting at 5:10 p.m.

**2. Roll Call**

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

Other guests included: Dr. Martin Olshinsky, President; Larry Bandi, Dean, Business/Financial Affairs; Robert DeFrancis, Dean, Community and Public Relations; Janet Fike, Dean, Enrollments Management; Dr. John Jones, Dean, Computer Information and Communications Technology; Dr. Barry Good, Dean, Academic Affairs; and Mike Koon, Vice-President/Dean, Economic and Workforce Development.

**3. Minutes of December 6, 2005**

**Mr. Gilmore made a motion to accept the minutes of December 6, 2005 as presented. Mr. Danford seconded the motion. Motion carried.**

**4. Board Chair Report**

**A. Hearings and Petitions**

There were no hearings or petitions.

**5. President's Report**

**A. Election of Board Chair**

Dr. Olshinsky stated the Board would need to elect a new Chair since David Robertson is no longer a member. Vice Chair Boyd opened the floor to nominations. **Mr. Danford**

**nominated Ms. Boyd. Mr. Wycherley moved nominations be closed. Ms. Harman seconded the motion. Mr. Wycherley moved for election by acclamation. Mr. Danford seconded the motion. Motion carried.**

Nominations were held for the position of Vice Chair. **Mr. Jones nominated Joseph Craycraft. Ms. Harman seconded the motion. Mr. Danford moved to close nominations. Mr. Wycherley seconded the motion. Motion carried.**

#### **B. Tuition**

A paper titled "Tuition Increase Proposal for Discussion" was distributed to the Board. Reasons the College is seeking a tuition increase were listed. West Virginia Northern's current tuition rate is \$73/credit hour and a 4.75% increase in tuition would raise the tuition rate to \$76/credit hour (rounded). Northern still maintains one of the lowest tuition rates in the State. This issue will be revisited at the February Board meeting.

Relative to Title III funds, the College must sit out for a two years but may reapply in 2008.

#### **C. Holiday Calendar**

The 2006-2007 holiday calendar was presented to the Board. **Mr. Klempa made a motion to approve the holiday calendar as presented. Ms. Harman seconded the motion. Motion carried.**

#### **D. Travel Reimbursement (Mileage)**

Travel Bulletin No. 3, Series 29 issued by Chancellor Skidmore on January 3, 2006 was presented to the Board. Higher education has been requested to reimburse at 40.5¢ per mile which is the rate established by the Department of Administration for all other state employees. West Virginia Northern is in compliance.

#### **E. Board Resolutions**

Resolutions for David Robertson and Dr. Darrell Cummings were presented to the Board. A plaque will be sent to them recognizing their service. **Mr. Kaser made a motion to accept the resolutions for David Robertson and Dr. Darrell Cummings. Mr. Jones seconded the motion. Motion carried.**

**Mr. Gilmore made a motion that the Board present a similar resolution to Garnet Persinger for her service on the Board even though she was not an official member. Ms. Harman seconded the motion. Motion carried.**



## **F. NISOD**

Dr. Olshinsky stated the College will send six faculty members to NISOD (National Institute for Staff and Organizational Development) in Austin, TX the end of May (NISOD recognizes teaching excellence). Mr. Danford will present on *Collaborative Group Work-Can You Make it Work for You*. Pam Sharma submitted a proposal entitled *Facilitation and Student Retention in On-Line Courses* which was accepted.

## **G. Activities for the Month of December/January**

Some of Dr. Olshinsky's activities for the months of December/January included:

- \* Accepted, on behalf of the College, a reward and scholarship (\$2,000) from Project BEST. The reward acknowledged Northern's support of local trades in the construction of the Education Center.
- \* Met with Dr. John McCullough, Interim President of West Liberty State College. Topics and action items included: Expansion of articulation agreements, joint advertising of 2 + 2 programs, joint grant writing, joint meeting of the leadership teams to brainstorm cooperative projects (late spring or summer), planning for a combined student activities project, joint program faculty meetings to expand articulations and conducted a joint leadership meeting with Fairmont Community and Technical College to share ideas.
- \* Wrote and received grant funds as follows: \$9,108.85 to develop pod casting for students with special needs. Pod casting will be incorporated into various classes; \$10,000 to develop and implement fast track programming. Funds will be used for professional development of faculty to place their courses on line and in fast pace format.
- \* Acquired, through the efforts of Senator Larry Edgell, \$30,000 to \$50,000 to provide career planning and training to laid-off workers in the New Martinsville region.
- \* Implemented the academic structure approved by the Board of Governors.
- \* Facilitated a dialog with faculty committee on merit pay. A merit pay plan will be presented to Faculty Senate in February and to the Board by March.

A list of options under consideration for divestiture and redeployment of the Hazel-Atlas building was distributed to the Board. Dr. Olshinsky commended Mr. Bandi for searching for ways to remove the building from College books. Mr. Bandi stated the Board previously authorized appraisal of the building; Phillip Jackson will have a report at the February Board meeting.

Dr. Olshinsky reviewed the WV Council for Community and Technical College Education Higher Education Report Card 2005 with the Board. The President credited Mr. Koon with job training conducted by West Virginia Northern.

Information on lottery revenue bond projects- allocation of interest earnings for West Virginia higher education institutions was distributed to the Board.

Compensated absences liability information for HEPC and the Council for Community and Technical Colleges was disseminated.

## 6. Administrative Staff Reports

### A. Dean of Business, Finance, Facilities Report

Mr. Bandi distributed information on the annual budget process and time line. The Budget Committee has been working on a capital request budget for next year. Committee recommendations will be presented to the President's Cabinet in March and later to the Board.

A committee is being formed to develop an approach relative to the Hazel-Atlas building divestiture. The Board's original approval was for the College to divest of the Hazel-Atlas property once the Education Center was completed.

Mr. Bandi distributed an overview of the College Square project. This project along with the following additional items were reviewed by Mr. Bandi: the plaza project in the rear of the B&O, upgrades to the B&O building, additional capital projects, property acquisition and parking lot construction. Potential funding sources include: HEPC, the Capital Campaign, TEA (Transportation Enhancement Act), ARC grant, Hazel-Atlas divestiture, Mollohan request and bond interest reallocation.

Mr. Bandi informed the Board that bond documents allow the College to move money between projects; however, Board and HEPC action is required to move funds. Being there is an overage of money from the B&O window project and a shortage of money for construction of the Education Center, **Mr. Klempa made a motion that money be transferred from the window project to the Education Center construction project. Mr. Gilmore seconded the motion. Motion carried.**

Relative to the B&O Plaza project, an anonymous donation was made that will allow the College to erect the Flame of Knowledge.

The Board approved a plan to acquire the United Electric building and demolish the second floor. The HVAC program would be relocated the first floor of that building should the College acquire the property.

A change order has been issued to extend completion date on the Education Center to May 15. The Center should be operational for summer classes which begin May 22.

Mr. Bandi stated a quarterly financial report will be given at the February Board meeting.



## **B. Foundation Report**

Mr. DeFrancis gave an update on the status of grant submissions. The TEA grant for \$344,000 which was rejected last year was resubmitted. The College is waiting for word on the ARC grant (\$585,000). Social Justice Initiative grant funds are being expended in February. The program was put together for Black History Month at various sites.

Dr. Olshinsky met with several donors relative to the Capital Campaign for College Square. To date the College has received \$245,000 in donations.

Kick-off of the six week "Buy a Brick" Campaign is February 13.

Mr. DeFrancis showed the Board the 30-second TV spot for West Virginia Northern's new ad.

## **C. Enrollments Management**

Ms. Fike gave enrollment information as of this afternoon. She reported Standards of Progress have been tightened. This rule states students must make progress toward graduation or be limited to the number of credit hours they take. Implementation of the rule will affect FTE; however, new programs will compensate for the loss.

## **D. Academic Affairs Report**

Dr. Good apprised the Board of the following four new division chairs: Ralph Lucki, Health Sciences; Tom Danford, Science, Math and Technologies; Michael Davis, Human and Social Sciences; Marian Grubor, Business, CIT and Culinary Arts.

Dr. Good reported on an assessment workshop given at Wheeling Jesuit University at which WVNCC was represented by several faculty members.

Nancy Parks of Fairmont University visited WVNCC to give a presentation on "A Continued Talk About Assessment." West Virginia Northern faculty visited Fairmont two days later to talk about assessment.

The Assessment Committee met with Division Chairs on clarification of departments and updating program goals. Faculty Senate gave their approval on the College Assessment Plan. The plan will be presented to the Higher Learning Commission in March for review and comment. North Central Association will visit the College in 2008 to look at the Assessment Plan and make sure it is being implemented.

## **E. Workforce Development**

Mr. Koon reported the College is gearing up for the lay-off at Weirton Mittal by offering a fiber optics and respiratory care program. Discussions have occurred with individuals

from Hancock and Brooke counties about an evening program at Rockefeller Center. There were discussions about forming partnerships with Mountaineer if they begin table gaming.

**7. Old Business**

There was no old business.

**8. New Business**

There was no new business.

**9. Other**

Dr. Olshinsky reported Faculty Senate is scheduled to meet with the Board in February, Student Senate in March and Classified Staff Council in April.

Ms. Carney reported the military sent a thank you note to Student Senate relative to the Military Mail Call. Last year WVNCC mailed 17,000 cards; this year 18,600 were mailed. For the past four years West Virginia Northern has been number one throughout the United States in the Military Mail Call. Student Senate received a flag, which was flown over Iraq, from the military for their efforts.

**10. Adjournment/Next Meeting**

**Mr. Klempa made a motion to adjourn the meeting at 7:05 p.m. Ms. Harman seconded the motion. Motion carried.** The next Board of Governors meeting will be held on February 23, 2006 at 5:00 p.m. in the President's Board Room.

Minutes respectfully submitted by,

Minutes approved by,

Linda K. Dudash  
Administrative Assistant Sr.

Anne-Dieckmann Harman  
Board of Governors Secretary