

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, March 27, 2008 – 5:00 p.m.
B&O Board Room – Room 116**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, March 27, 2008 in the B&O Board Room 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 Ms. Dudash. Members in attendance were: Conner Boyd, John Clarke, Dr. Darrell Cummings, Tom Danford, Joseph W. Freeland, Anne Dieckmann Harman, William Haught, Miranda Postle and Zac Wycherley. Excused: Joseph Craycraft, Tamara Cronin and Mary K. Hervey DeGarmo.

Guests included: Dr. Martin Olshinsky, President; Larry Bandi, CFO and Vice President of Administrative Services; Bob DeFrancis, Dean, Community Relations; Janet Fike, Dean, Enrollments Management; Emily Fisher, Executive to the President for Development; Mike Koon, Vice President/Dean, Economic and Workforce Development; Sue Pelley, Dean, Institutional Technologies, Dr. Vicki Riley, Vice-President, Academic Affairs; and Steve Woodburn, Dean, Wheeling Campus. Other guests: Frank DeCaria, President, Faculty Assembly and Matt Zalenski, student.

3. e-Pop Demonstration

Ms. Pelley demonstrated the new e-Pop software. A cost-effective, voice interactive software, e-Pop will replace IP Video for teaching distance ed classes to multiple locations at one time.

4. Student Presentation – Higher Ed Day at the Legislature

Matt Zalenski, Culinary Arts student, shared his experiences while attending Higher Education Day at the Legislature on February 28. Students attending the event had the opportunity to see how the government works. Several students met with Senator Larry Edgell.

5. Faculty Presentation

Frank DeCaria, Faculty Assembly President reported on accomplishments of the College and of Faculty Assembly for the year. Accomplishments include: a successful visit from the North Central Association relative to assessment in which the College received continued certification; creation of a Criminal Justice Forensics course that will be initiated this fall; a major transfer and smooth transition to the domain in the area of technology; use of Adam software, which eliminates hands-on dissecting in the Biology program; faculty awareness of their responsibilities in student retention; review of on-line courses; development of new on-line courses through Blackboard Vista; and collaboration between faculty and staff relative to campus safety and security. Mr. DeCaria commended Mr. Koon for his work during the past year and a half as Interim Vice President, Academic Affairs.

6. Approval of Minutes (January 24, 2008 and February 28, 2008)

Mr. Danford made a motion to accept the minutes of the January 24, 2008 meeting as distributed with the suggested changes from the previous meeting. Mr. Freeland seconded the motion. Motion carried.

Mr. Danford suggested the following changes to the draft minutes of February 28, 2008: (1) on page one, Item 4, Roll Call, include Dr. Vicki Riley, Vice President, Academic Affairs in the list of guests; (2) on page five, Item 8A , Interim Financial Statements, replace the words "an overage" in the second sentence with "excess revenue over expenses." In the third sentence of Item 8A on page five, add the words "in reserve" at the end of the sentence; (3) on page five, Item 8B, second paragraph, delete the words "for the grant" at the end of the paragraph; and (4) on page six, Item C, Spring Census Report, delete the following language at the end of the paragraph: "and students who did not have to pay for credits over 12 credit hours are not included in the report" and add the following: "(both regular and institutional academic progress and financial aid standards of progress) and for students who were on academic progress limitations, these students were restricted to a maximum of 12 credit hours. NOTE: Tuition revenues are not affected by any credit hours a student registers for over 12 credit hours a semester, only course fees are charged if applicable. The 12 credit hour charge rule is a state policy." Also on page six, Item D, under Foundation, in the first sentence, replace the word "receiving" with "selecting." Revised draft minutes from the February 28, 2008 Board meeting will be brought back to the April 24, 2008 meeting for approval.

7. Board Chair Report

There were no hearings or petitions.

8. President's Report

A. Legislative Update

The Board received a summary of legislative bills that passed both houses as of March 19, 2008. Bills relevant to higher education include:

- SB 564 which addresses tuition and removes the 4.75% cap. West Virginia Northern will ask for approval of a 4.62% tuition increase from the WV Council for Community and Technical Colleges.
- SB595 which establishes education goals and objectives for the year 2020.
- SB682 which gives the College the ability to renovate a facility and acquire equipment for a technology program. West Virginia Northern will receive \$6 million to assist with the program. Dr. Olshinsky met with Greg Stewart to talk about the Straub building. Mr. Bandi will be included in the next meeting with Mr. Stewart. Dr. Olshinsky has put together a task force to determine the type of

training local employers need and the type of skill sets required of potential employees.

- HB3215 which gives all administratively-linked community and technical colleges their own governing board and separates the four-year linked institutions thus making them free-standing colleges.
- HB4076 which increases the annual increment for state employees from \$50 per years of service to \$60 with state employees eligible after one year of service instead of after three years of service. The differential is being funded by the state.
- HB4670 which is an obligation that the College was given for employees who have accumulated leave time. The College can incur a 2.5% penalty if it doesn't pay up on accumulated leave. With this legislation, the state would be able to put a 2.5% penalty on whatever the College's liability is at the time. Mr. Bandi will report back to the Board at its next meeting on the amount of the College's liability. The liability was transferred from the state to the institutions. Dr. Olshinsky explained that instead of giving employees pay raises some years ago, the state allowed employees to accumulate leave to be used as payment toward insurance upon retirement. The College will ask that the liability issue be addressed in the next legislative session.

At the conclusion of the 2008 legislative session, the College received \$701,000 to base funding (includes salary funding).

9. President's Report

A. President's Activities

Some of the highlights of Dr. Olshinsky's activities for the month of March are as follows:

- Spoke with Project BEST about support for Middle College funding from the state resulting in a legislative brunch scheduled for May
- Continued negotiations with Bethany College to offer evening classes on the Wheeling Campus and worked with other colleges and universities to bring them to Northern for classes
- Began preliminary work on the WVCCA conference to be held October 22-24 at Oglebay Park

10. Administrative Staff Reports

A. CFO and Vice President of Administrative Services – Larry Bandi

- **Budget Proposal (2008-2009) – First Reading**

Mr. Bandi asked the Board to consider approving a wording change to the tuition and fee schedule that was distributed for academic year 2008-2009. Under Special Fees and Charges, there is a charge listed as Portfolio Review Fee BOG AAS; in a final review, the registrar recommended that “BOG AAS” be removed. Mr. Bandi asked that the Board approve deletion of this wording.

Ms. Harman made a motion supporting the deletion of “BOG AAS” after Portfolio Review Fee on the tuition and fee schedule for academic year 2008-2009. Mr. Danford seconded the motion. Motion carried.

Mr. Bandi reviewed the FY2009 budget highlights which includes expenses for pay raises for faculty, staff and administration, four new positions (one faculty, one non-classified and two classified), an increase in deferred maintenance reserves and an increase in funding for the technology upgrade plan. Dr. Olshinsky stated that the proposed budget is assuming two variables: that the Governor signs off on the budget and that the College gets the 4.62% tuition increase (a \$3 per credit hour increase; the College would go from \$79/credit hour to \$82/credit hour). The Board was asked to review the budget on first reading and to call Mr. Bandi with any questions prior to the April 24, 2008 Board meeting so that he will have answers before the meeting.

Funding in the amount of \$275,00 has been received from the Benedum Foundation for the Middle College. Of that money, \$175,000 will be used the first year and \$100,000 the second year. West Virginia Northern’s Middle College will begin in the fall of 2008.

B. Vice President, Academic Affairs – Dr. Vicki Riley

- **Program Reviews**

Dr. Riley updated the Board on program reviews. She stated that all of the College’s programs are reviewed on a staggered five-year cycle. Dr. Riley reviewed the process for approval of academic programs.

- **Schedule/New Classes for Fall**

Fall schedules were distributed to the Board. Dr. Riley reported that an additional 12 sections have been added for on-line courses and a Paralegal Associate Degree Program and General Transfer Program have been added to the evening and Saturday schedules. Student registration begins on April 15.

C. Dean, Enrollments Management – Janet Fike

● **Immunization Report**

Ms. Fike reported that the Immunization Report is provided to the Board twice a year, once in March and once in November. Full-time students born after 1956 must be immunized.

● **Enrollment Report**

Enrollment numbers for this semester show that the College has met and exceeded headcount due to table gaming. The College is at approximately 40% of its headcount for summer.

● **Text Messaging**

To date, the College does not yet have text messaging set up for students as a means to contact them regarding campus crime alerts. The College is looking into low-cost methods of texting.

● **PROMISE Scholarships**

None of the legislation having to do with PROMISE scholarships passed. By November 2008, the College is required to make a recommendation to the state relative to future requirements for PROMISE scholarship recipients (i.e. will the scholarship be considered a loan; will students have to remain in West Virginia for "X" amount of years).

D. Dean, Institutional Technologies – Sue Pelley

● **Campus Updates**

New phones have been installed in classrooms as well as in all offices on each of the three campuses. IT has been making domain changes and backups occur nightly.

● **Computer Directors' Meeting**

Ms. Pelley reported on the Computer Directors' Meeting she attended.

● **Updates on Licensing Agreements and Banner Re-negotiation**

Ms. Pelley reported that WVNET has been running between 9-19 unlicensed agreements that Oracle wants made legal. Oracle and Banner contracts were reviewed and the pricing structures questioned regarding past usage. The cost of Web CT Vista (used for on-line courses) was not included in the cost of the Oracle contract. Ms.

Pelley is serving on a committee that is challenging the pricing structure. Rather than paying according to FTE, which is how costs are presently calculated, Ms. Pelley suggested that the pricing structure be changed and costs be based on usage. Two concerns associated with Banner and Oracle are: monetary obligation of the College regarding Banner from past usage and the change Oracle has made to their pricing structure (the future pricing structure was included in the past due bill) which showed a change in costs in the end 90 days of the contract compared to the beginning 90 days. July 1 is when the College must sign a statewide renewal agreement through WVNET. This matter will be brought to conclusion within the next 60-75 days.

The College made a commitment to go with Microsoft Live EDU for student web portal and alumni. Microsoft includes calendars, the ability to maintain global address books, and the ability to utilize streaming video. Northern is the first in the State to have this software which will be at no cost to the College.

E. Dean, Community Relations – Bob DeFrancis

• College Events

The annual employee recognition lunch is scheduled for April 4 from 11:30 a.m. – 1:30 p.m. The luncheon is co-sponsored by the WVNCC Foundation and the College.

Commencement is May 9 at the WesBanco Arena beginning at 7 p.m. Those who will be participating are to be at the Arena no later than 6:30 p.m. Helen Jackson-Gillison, WVNCC alumni and Weirton attorney, will be this year's commencement speaker. Dr. Vicki Riley will be this year's mistress of ceremonies.

As part of National Women's History month, a one-woman show will be held on March 30 in the B&O Auditorium depicting the life of Jacqueline Bouvier Kennedy Onassis that will reveal "the private woman behind the public mask." Board members were invited to attend.

F. Executive to the President for Development – Emily Fisher

• Scholarship Awards

Ms. Fisher reported that the Scholarship Committee has not yet met. She stated that the Foundation has ten scholarships and about ten awards in a given year. Ms. Fisher reported that the Allocation Committee is planning to meet in April. The Allocation Committee is interested in funding back to the College and, within the next six months, the committee will be funding some opportunities for the College.

- **Annual Appeal**

The annual appeal has not yet been mailed due to a glitch with the link for on-line giving. Once the problem is corrected, the mailing will go out. Through donated money, the College will have billboards for the annual appeal.

G. Dean, Wheeling Campus – Steve Woodburn

- **Emergency Response Booklet**

Mr. Woodburn distributed the College's emergency response booklet. Booklets have been placed in all classrooms and sent to faculty and staff. To test the procedures, a fire drill will be held on the Wheeling Campus the week of March 31.

- **Compass**

Mr. Woodburn reported that as of May 1, the College will go live with Compass as a computer placement testing tool for students needing developmental classes.

- **Campus Activities**

Mr. Woodburn reported that on March 15 the College held a successful St. Baldrick's fundraiser for children with cancer.

- On April 29, Northern will hold a Save A Life event. This national tour will involve 500 local students from four participating high schools. Northern alumni will attend the Save A Life event and give testimony as to how the College has been a stepping stone in their careers.

9. Old Business

- **Rules on Second Reading**

- **Employee ID Rule**

The Rule Committee met and made changes to the Employee ID Rule as requested by the Board at their meeting of February 28. **Ms. Postle made a motion that the Board approved the Employee ID Rule as presented with additional wording changes. Mr. Haught seconded the motion. Motion carried.**

- **Sexual Assault**

Comments received during the comment period on the Sexual Assault Rule were distributed to the Board. Comments were not addressed in the Rule, however, they

will be addressed in a procedure to the Sexual Assault Rule which will be done separately. **Mr. Danford made a motion to accept the Sexual Assault Rule on second reading as distributed. Ms. Harman seconded the motion. Motion carried.**

10. New Business

Two Board of Governors members are needed to serve on the WVNCC Foundation—a Board member and a student representative. Miranda Postle will be the student representative on both the Board of Governors and the Foundation. Ms. Fisher and Dr. Olshinsky will work with Ms. Postle on her role on the Foundation Board. An additional Board person was not chosen to serve on the Foundation at this time.

11. Adjournment/Next Meeting

Mr. Danford made a motion to adjourn the meeting at 7:00 p.m. Mr. Haught seconded the motion. Motion carried. The next Board meeting is scheduled for Thursday, April 24, 2008 in the B&O Board Room on the Wheeling Campus. **Please plan to be at the April meeting as a quorum is essential for approval of the 2008-2009 budget, which will be on its second reading.**

Minutes respectfully submitted by,

Minutes approved by,

Linda K. Dudash
Executive Secretary to the President

Anne Dieckmann-Harman
Board of Governors Secretary