

OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, May 26, 2011 – 5:00 p.m.
B&O Board Room

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, May 26, 2011 in the B&O Board Room on the Wheeling Campus.

1. Call to Order

Mr. Craycraft convened the meeting at 5:00 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, Fred Renzella, Kyrie Straight and Zac Wycherley. By Phone: Mary K. DeGarmo. Excused: Conner Boyd, Bill Haught, and Gus Monezis.

Guests included: Dr. Martin Olshinsky, President; Bob DeFrancis, Dean, Community Relations; Janet Fike, Vice President, Student Services; Emily Fisher/CFRE, Executive to the President for Development; Mike Koon, Vice President, Economic and Workforce Development; Steve Lippiello, Chief Financial Officer/Vice President of Administrative Services; Dr. Vicki Riley, Vice President, Academic Affairs. Others: Mark Goldstein, Representative, Advisory Council of Faculty; Shannon Payton, Director, Student Union Activities; Susie Barnette, Classified Staff Council; Lucy Kefauver, classified staff representative to Board of Governors (beginning July 1, 2011); Trudy Bender, new student representative on the Board of Governors (beginning July 1, 2011).

3. Advisory Council of Faculty Report

Mark Goldstein, who serves as representative from Northern on the State Advisory Council of Faculty, gave a report regarding duties of the State Advisory Council of Faculty. A brochure on *Achieving the Future in 2011—The WV Advisory Council of Faculty* was distributed listing the current year's objectives and the agenda for the upcoming legislative session.

4. Classified Staff Presentation

Mr. Wycherley introduced Lucy Kefauver who will be taking over his place on the Board as of July 1, 2011. Other classified staff introduced were: Susie Barnette and Shannon Payton. Mr. Wycherley gave a PowerPoint presentation to the Board informing them of State code requirements of Classified Staff Council, duties of classified employees, activities in which staff are involved within the College and the community, number of staff having earned College degrees, Northern's peer institutions, Mercer salary schedule information, excerpts from SB330 relating to classified staff and a proposal toward an initial step toward equity for the 43 lower paid employees on the Mercer schedule.

Mr. Wycherley proposed that the Board of Governors consider an initial increase of \$500 above the step toward equity on the Mercer scale for the 43 lower paid classified staff employees on the Mercer schedule, which would amount to a total of \$21,500.

Mr. Clarke made a motion the Board adopt a \$500 increase for the 43 lower

paid employees on the Mercer scale with an effective date of July 1, 2011. Mr. Renzella seconded the motion. Motion carried.

5. Approval of Minutes (April 28, 2011)

Mr. Wycherley made a motion to accept the minutes of the meeting of April 28, 2011 as presented. Mr. Clarke seconded the motion. Motion carried.

6. Board Chair Report

• Hearings and Petitions

There were no hearings or petitions.

7. President's Report

A. Resolutions for Retiring Board Members

Mr. Craycraft read the resolutions for the following retiring Board members: Conner Boyd, Anne Dieckmann Harman and Zac Wycherley.

Dr. Cummings made a motion to accept the resolutions for the above-mentioned retiring Board members as presented. Ms. Berry seconded the motion. Motion carried.

B. Procedure for Employees with Unsatisfactory Annual Evaluations

The Classified Employees Salary Rule was distributed. Unsatisfactory job performance, an employee evaluation that indicates improvement is needed and employees on an improvement plan or those receiving disciplinary action are addressed in the last paragraph of the rule. Item C in the Board agenda booklet, *Procedure for Employees with Unsatisfactory Annual Evaluations*, has wording relative to employees not receiving a pay increase until their annual evaluation achieves a satisfactory rating, unless prohibited by statute.

C. Northern Middle College High School

A testimonial video by students from the Northern Middle College High School was viewed by the Board. Dr. Olshinsky gave a brief report on the progress of Middle College students during the 2010-2011 school year.

D. 17th Street Parking Lot

Dr. Olshinsky spoke with the WVNCC Foundation last week relative to the 17th Street parking lot (the property WVNCC received clearance on to construct a building, but still owes the Foundation over \$10,000 for the lot). An agreement was reached between the College and the Foundation for a match that would eliminate the debt on the property. The deed to the property will be turned over to the College. Ownership of the lot would allow the College to request funds to build on the property should a bond issue become available.

E. Highlights of Activities for the Month of May 2011

Dr. Olshinsky reported on some of the highlights of the College for the month of May 2011 as follows:

- WVNCC graduated the largest number of students in the history of the College (406 students). Graduated first Middle College class (9).
- Met with CFO at Ohio Valley Medical Center to discuss ways to expand the College's relationship with the facility and determine ways to work together
- Participated in the Power of 32 conference

8. Administrative Staff Reports

A. CFO and Vice President of Administrative Services – Steve Lippiello

- **Cost Analysis – Buildings of Interest**

Regarding buildings of interest to the College, Mr. Lippiello gave a PowerPoint presentation on building cost comparisons requested by the Board. A building analysis spreadsheet listed various costs for the Weirton expansion, Straub Honda parcel, Straub Hyundai property, Straub Maintenance property and the 17th Street lot (if a building was constructed on that property). Key assumptions for the properties were listed.

- **Third Quarter Financial Results**

Third quarter financial results were presented to the Board. A financial balance sheet listed comparisons between March 31, 2010 and March 31, 2011.

B. Vice President Student Services – Janet Fike

- **Summer Enrollment**

Ms. Fike gave a report on summer enrollment.

- **New Student Representative on Board of Governors**

Ms. Fike introduced Trudy Bender, new student representative to the Board of Governors as of July 1, 2011. Kyrie Straight was thanked for filling in as student representative on the Board on a short-term basis.

C. Executive Director to the President for Development – Emily Fisher/CFRE

- The Board received information on the teaching and learning grants awarded to the College from applicants in July 2010 and from applicants in January 2011.

9. Old Business

A letter from U.S. Senator Joe Manchin relative to the federal budget and federal funding to programs during FY2011 was distributed to the Board. To date, the summer Pell grant was retained for all colleges.

10. New Business

- **Harassment and Discrimination Rule – First Reading**

The Harassment and Discrimination Rule was presented to the Board on first reading. For comparison purposes, the current Sexual Discrimination/Harassment Rule, approved by the Board on March 25, 2004, was included in the Board agenda booklet.

- **New College Logo**

Mr. DeFrancis ran the new TV ad which incorporates the new College logo for the Board to view. The 30-second ad will air on May 31.

11. Adjournment/Next Meeting

Mr. Craycraft made a motion to adjourn the Board meeting at 6:25 p.m. Ms. Harman seconded the motion. Motion carried. No Board meeting will be held in June or July. The next Board meeting is scheduled for Thursday, August 25, 2011 in the B&O Board Room on the Wheeling campus.

Minutes respectfully submitted by,

Minutes approved by,

Linda K. Dudash
Executive Secretary to the President

Anne Dieckmann-Harman
Board of Governors Secretary