

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, January 24, 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, January 24, 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. Introductions

Dr. Olshinsky introduced Dr. Vicki Riley, new Vice President for Academic Affairs, and William Haught and Mary K. Hervey DeGarmo, new lay members on the Board of Governors.

3. Roll Call

Roll call was taken by Linda Dudash. Members in attendance were: Conner Boyd, Dr. Darrell Cummings (by phone), Tom Danford, Mary K. Hervey DeGarmo, Joseph W. Freeland, William Haught and Zac Wycherley. Excused: John Clarke, Joe Craycraft, Tamara Pettit Cronin, and Anne Dieckmann Harman.

Guests included: Dr. Martin Olshinsky, President; Larry Bandi, CFO and Vice President of Administrative Services; Robert DeFrancis, Dean, Community Relations; Janet Fike, Dean, Enrollments Management; Emily Fisher, Executive to the President for Development; Sue Pelley, Dean, Institutional Technologies; and Dr. Vicki Riley, Vice President, Academic Affairs.

4. Certificates of Recognition

Dr. Olshinsky recognized Dave Goeddel, faculty member, with a certificate of academic excellence for completion of his Master of Science Degree in Software Engineering. Brian Mozingo, a Northern student who was unable to attend the meeting, will receive a certificate of academic excellence in recognition of completion of the Cisco certification exam.

5. Board Chair Report

There were no hearings or petitions.

6. Approval of Minutes (October 25, 2007)

Mr. Danford made a motion to accept the minutes of the October 25, 2007 meeting as distributed. Mr. Freeland seconded the motion. Motion carried.

7. President's Report

A. Approval to Place Hazel-Atlas Building on the Market

The Board discussed the parameters for selling the Hazel-Atlas building. The state of West Virginia requires that the property have two appraisals and that the sale of the property not go below the low end of the appraised value but must be negotiated between the high and low end. The two appraisals were \$1.2 million and \$375,000. (Mr. Bandi offered to obtain one or two more appraisals if the Board so desired.) Mr. Bandi reported that the College is working with the city on the sale of the Hazel-Atlas building. A consultant, working for the City of Wheeling, has proposed a master plan for the city which incorporates the Hazel-Atlas building into the plan. Mr. Wycherley made a motion that the College move forward to place the Hazel-Atlas building on the market with Mr. Bandi handling the details. Mr. Danford seconded the motion. Motion carried.

B. Rules for Review

The following rules were presented to the Board on first reading: Rule Processing, Program Review Rule, Employee ID Rule and Student ID Rule. All rules have gone through the review processing procedure. The Board discussed whether to have one or two readings of rules. Consensus was that there would be two readings on all rules and that the emergency procedure for necessary rules will remain in effect.

C. Legislative Update

The Board received a report that was provided to LOCEA by Chancellor Skidmore which included an evaluation summary for WVNCC dated December 2007 from the Institutional Compact Review, FY 2006-07. Northern's goals are listed in the report. The recommendation of the WV Council for Community and Technical College Education was to approve the update to the College's institutional compact. Of the nine goals listed for West Virginia Northern, the College is on schedule or has exceeded six of its goals. However, the College is working to improve the following three areas: (1) incremental improvement on the six-year graduation rate, (2) improvement in developmental education success rates, and (3) increasing the number of career-technical certificate degrees offered.

An analysis is being conducted by the College to determine if the state has all of Northern's certificates on file. Dr. Olshinsky has asked Chancellor Skidmore to check into this. Dr. Riley is looking into which certificates can be applied towards Associate Degrees.

Fall enrollment report information and the Community and Technical College Funding Strategy from the December 7, 2007 meeting of the WV Council for Community and Technical College Education were included in the Board packet. The funding strategy includes: Peer Equity/Operating Expenses, Capital Project Funding, Faculty/Staff Enhancements, Workforce Development Funding and High Cost Program Funding.

Board members received a detailed summary of the Governor's Proposed FY 2009 Budget and a spreadsheet summarizing proposed changes. Dr. Olshinsky, Mr. Bandi and Ms. Fisher will work with legislators on the four areas Northern would like to have legislators consider in the 2008 session, which are: peer equity, a technology center in the Wheeling area, tuition buy down (which Northern does not support), and supplemental funding. Dr. Olshinsky stated that legislators continue to work on a funding method for the College relative to capital needs.

D. Distribution of Final Higher Learning Commission Report

Dr. Olshinsky explained the purpose of the Higher Learning Commission. Included in the Board agenda booklet was a report from the November 2007 focused visit from the Higher Learning Commission. The *official* report will be forthcoming. The Higher Learning Commission visit, which focused on assessment of student academic achievement, resulted in a favorable evaluation but with an improvement area in general education assessment. Chair Boyd stated that everyone involved with the focused visit is to be commended and congratulated. Dr. Olshinsky recognized the efforts of Mr. Koon and Sherry Becker-Gorby in preparing for the visit. Dr. Riley and Sherry Becker-Gorby will work together to prepare for the next comprehensive evaluation visit scheduled for 2012-2013. Mr. Koon will spearhead the institutional effectiveness plan.

E. Middle College

Dr. Olshinsky explained the Middle College concept to Board members. Both he and Ms. Fisher are working on funding for the Middle College. On January 30 they are scheduled to meet with Stan Hopkins, Assistant State Superintendent, to discuss the Middle College.

F. IPEDS Report

Board members received a copy of the 2007 IPEDS report. Dr. Olshinsky reviewed the report with the Board. Also addressed was financial aid comparisons and graduation rates.

G. President's Report

Dr. Olshinsky gave a report on his activities for the months of November and December 2007. Some of the activities reported on by Dr. Olshinsky included:

- Meeting with Mylan Foundation to discuss funding of Middle College
- Meeting with After Hours Repair to establish a partnership with Whirlpool Corporation. Whirlpool Corporation has offered the College state-of-the-art equipment and their curriculum for the Appliance Repair Program. They also offered the use of their logo for marketing purposes once the partnership is formed.
- Meeting with Greg Stewart, Ohio County Director, to discuss building options for a technology center
- Meeting with Brooke, Ohio and Marshall School Districts to continue the College's effort at establishing a Middle College

8. Administrative Staff Reports

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

- **First Quarter Financials – September 30, 2007/Other**
Mr. Bandi gave a report on the first quarter financials for September 30, 2007. Handouts were given to Ms. DeGarmo and Mr. Haught of numbers from financial statements previously distributed to the Board. GASB changes/liability relative to employees who have different hire dates were explained. Mr. Bandi reported that the College is paying off an obligation to the Foundation from the purchase of the CSX lot at the back of the B&O building from ten years ago.
- **B&O Renovations**
Mr. Bandi reported that bids came in at \$1,197,000 for renovations to the B&O building. The low bidder was DeSalvo Construction from Hubbard, OH. (The Board previously authorized \$2 million for the renovations.) Renovations are expected to begin in the next 60 days.

B. Dean, Enrollments Management – Janet Fike

- Ms. Fike distributed the Fall 2007 to Fall 2006 End-of-Semester Enrollment Comparison report (numbers are shown with and without table gaming) as well as the spring report. She stated that the College has tightened up on student financial aid by implementing the Standards of Progress Rule.

C. Dean, Institutional Technologies – Sue Pelley

- **Network Changes**

Ms. Pelley gave an update on technology initiatives. She reported that following instructions and recommendations from Red Square, the consulting firm brought in to evaluate the IT infrastructure in the early part of 2007, all projects have been completed. Ms. Pelley will get information from the previous infrastructure to new Board members.

IT updates include: a new web address for the College, new unified web servers, a tape back-up program for computers, conversion of all employees' computers to domain network, and capabilities to access employees' computers from any full-time computer in the College.

- **Demo ePop**

Ms. Pelley is running a test pilot for ePop, a web-conferencing software. Due to time constraints in the IT department's schedule, Ms. Pelley was unable to demo ePop to the Board at this meeting but will do so at the February Board meeting. In February, the Wetzel County Board of Education will be on the New Martinsville Campus for an ePop demonstration. Ms. DeGarmo offered Brooke County School resources to Northern for times when additional computer equipment is needed after school hours.

D. Executive to the President for Development – Emily Fisher

- **Money Raised in Last Quarters**

Ms. Fisher reported that fundraising efforts for the fiscal year began on July 1, 2007. To date, \$2,200,000 has been requested and the College has received \$265,000 of that money. Since inception of the program in July 2006, the College's success rate has been 11%-12%. An annual appeal will go out in late February or early March. Main areas of funding that have come in are: J.C. Williams Foundation, \$30,000 for computers and technology for the Weirton Campus and unrestricted funds of \$15,000 for computers and technologies.

- **Foundation Meetings**

Ms. Fisher reported that the WVNCC Foundation is re-energizing with meetings throughout the month of January. The five Foundation committees are: Executive, Allocation, Development, Nominating and Finance.

- **CFRE Certification**

Dr. Olshinsky reported that Ms. Fisher is one of 10 in the state who has received certification as an executive CFRE (certified fund raising executive; credential for individuals raising funds in support of not-for-profit organizations).

9. Old Business

There was no old business.

10. New Business

There was no new business.

11. Executive Session

The Board entered into executive session at 7:15 p.m. on a **motion from Mr. Danford which was seconded by Mr. Freeland.** The Board came out of executive session at 7:25 p.m.

12. Adjournment/Next Meeting

Mr. Danford made a motion to adjourn the meeting at 7:25 p.m. Mr. Freeland seconded the motion. Motion carried. The next Board of Governors meeting is scheduled for February 28, 2008 in the B&O Board Room on Wheeling Campus.

Minutes respectfully submitted by,

Minutes approved by,

Linda K. Dudash
Executive Secretary to the President

Anne Dieckmann-Harman
Board of Governors Secretary