

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

**Thursday, March 26, 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, March 26, 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, Dr. Darrell Cummings, Mary K. Hervey DeGarmo, J. W. Freeland, Bill Haught and Zac Wycherley. By Phone: Conner Boyd. Excused: John Clarke, Joe Craycraft, Anne Dieckmann Harman and Miranda Postle.

Other guests included: Dr. Martin Olshinsky, President; Larry Bandi, CFO/Vice President of Administrative Services; Peggy Carmichael, Human Resources Director; Robert DeFrancis, Dean, Community Relations; Janet Fike, Dean, Enrollments Management; and Mike Koon, Vice-President of Economic and Workforce Development. Faculty: Korene Atkins, Carol Cornforth, Marian Grubor and Ralph Lucki.

**3. Faculty Presentation**

The faculty presentation was postponed until the April 23, 2009 Board meeting.

**4. Approval of Minutes (February 26, 2009)**

**Mr. Wycherley made a motion to accept the minutes of the February 26, 2009 Board meeting as presented. Dr. Cummings seconded the motion. Motion carried.**

**5. Board Chair Report**

- **Hearings and Petitions**

There were no hearings or petitions.

**6. President's Report**

### **A. Legislative Update**

Dr. Olshinsky gave an update on the 2009 legislative session.

A budget status report for the College as of March 26, 2009 was included in the Board packet. However, since the distribution of the Board packet, the Governor's revised budget increased from a 2% cut to a possible 4.5% to 5% cut for 2010. This was included in the budget report.

Dr. Olshinsky reported that loss of revenue from an unfilled position within the College was reflected in the Governor's budget. Delegate Klempa is working on having the funds restored to the budget.

### **B. Save America's Treasures**

The College was notified that it will receive funding of approximately \$150,000 from Save America's Treasures through Congressman Mollohan's office for the B&O building. WVNCC received an estimate of \$300,000 for the cleaning and pointing of the B&O building for which this money would help fund.

### **C. Sustainable Energy Consortium**

West Virginia Northern conducted a consortium with Southwest Pennsylvania, Ohio and other West Virginia community colleges to determine ways tri-state community colleges can share both curriculum and faculty for sustainable energy training.

## **7. Administrative Staff Reports**

### **A. CFO and Vice-President of Administrative Services (Larry Bandi)**

- **Budget – Second Reading (Action)**

Mr. Bandi revisited the budget that was given to the Board at the February 26, 2009 meeting and he made changes from the impact of the sale of the Hazel-Atlas building. Changes were incorporated into the budget distributed in the March 26, 2009 Board packet.

Dr. Olshinsky informed the Board that the information included in Appendix B of the Board agenda booklet, Budget Status March 26, 2009, which read that the "Governor's revised budget includes cut of 2%," has changed since the mailing of the agenda booklet to a proposed budget reduction of 4.5% to 5%.

Due to the changing nature of the budget, a more fluid approach to the 2010 budgeting process was presented to the Board. Variables for increased reductions in the budget and additional State agency imposed expenses were presented to the Board. Scenarios for consideration on ways to adjust the

College's budget should the Governor's proposed 4.5% to 5% budget reduction be imposed were reviewed.

A discussion was held regarding ways to adjust the College's budget for FY 2010 due to the Governor's proposed budget cuts (i.e. the range of which to increase tuition as well as possible salary increases for Northern employees). **Ms. Boyd made a motion that the Board instruct the College to proceed with cutting the salary pool increases by one-third and increasing tuition no more than 8.5%, but less if possible, at their discretion. Mr. Wycherley seconded the motion. Motion carried.**

#### **B. Dean, Community Relations (Bob DeFrancis)**

- **Graduation**

Graduation will be held at the WesBanco Arena on Friday, May 15, 2009 at 7 p.m. Dr. Olshinsky will contact Joe Craycraft to determine if he will confer degrees this year.

#### **C. Dean, Information Technology**

- **Oracle/WVNET Agreement**

Dr. Olshinsky reported on the Oracle/WVNET agreement in the absence of Ms. Pelley. He stated that an audit was conducted on the number of WVNET license agreements held by the College. Northern is refuting the amount WVNET is proposing that the College owes to become compliant. An analysis for a payment plan listing the current method used for calculating costs plus three different billing scenarios (Oracle License Compliance Costs – License Fees) was presented to the Board.

#### **D. Vice-President Academic Affairs (Mr. Koon presented in the absence of Dr. Riley)**

- **2008-2009 Academic Program Reviews**

Academic programs are reviewed on a five-year cycle. New programs must complete an audit after the first three years. Executive summaries of the programs were provided to the Board. The following academic program reviews have been completed:

- (1) Business Career Studies-C.P., A.A.S. – Marian Grubor reported. Recommendation was made to continue the program with review of proposed curriculum revisions.
- (2) Computer Information Technology-C.P., A.A.S. – Carol Cornforth reported. Recommendation was to continue the program and implementation of curriculum revisions for 2009-10.

- (3) Health Information Technology –A.A.S. – Korene Atkins reported. Recommendation was to continue the program and to include further development of online program proposal.
- (4) Occupational Development, A.A.S.— Mike Koon reported. Recommendation was to continue the program.
- (5) Technical Studies – C.P., A.A.S. – Mike Koon reported. Recommendation was to continue the program.
- (6) Three year audit: Health Care – C.P. – Mike Koon reported. Recommendation was to continue the program.

**Mr. Wycherley made a motion that the Board accept the recommendations from the Curriculum Committee and Vice President of Academic Affairs to continue the above-mentioned academic programs for continuation as presented. Ms. Berry seconded the motion. Motion carried.**

## 8. Old Business

- **Disciplinary Action Rule – Second Reading**

At the February 26, 2009 meeting, the Board requested clarification in the following two sections of the Disciplinary Action Rule: (1) page three, paragraph three, *Step One: Verbal Warning* and (2) on page six, bullet three, under *Employee Infractions Considered to be Gross Misconduct*. Changes to the paragraph relative to verbal warning were distributed in the Board packet. The second area of clarification had to do with a question that was raised at the February Board meeting regarding what would happen if the College suspected a person had been involved with drugs or alcohol. Ms. Carmichael reported that the procedure for investigation of possible possession or consumption of alcohol or drugs will be addressed in the Alcohol and Drug-Free Environment Rule. **Dr. Cummings made a motion to accept the Disciplinary Action Rule as presented with changes. Ms. DeGarmo seconded the motion. Mr. Wycherley opposed. The Disciplinary Action Rule was passed on second reading.**

## 9. New Business

- **Emeritus Status for Faculty and Administrative Officers Rule – First Reading**

Presented to the Board on first reading was the Emeritus Status for Faculty and Administrative Officers Rule. The only difference between the new and old rule

is the title. The title of the old rule was Emeritus Status for Retired Faculty. Ms. Carmichael reported that there is criteria that has been developed by faculty for a retired faculty member to be designated emeritus and also criteria for administrative officers to be designated emeritus.

#### **10. Adjournment/Next Meeting**

**A motion was made by Mr. Freeland to adjourn the meeting at 7:50 p.m. Ms. Berry seconded the motion. Motion carried.**

The next Board of Governors meeting will be held on April 26, 2009 at 5:00 p.m. in the B&O Board Room.

Minutes respectfully submitted by,

Linda K. Dudash  
Executive Secretary to the President

Minutes approved by,

Anne Dieckmann-Harman  
Board of Governors Secretary