

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

**Thursday, September 28, 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, September 28, 2006 in the B&O Board Room on Wheeling campus.

1. Call to Order

Mr. Gilmore, in the absence of Chair Boyd, convened the meeting at 5:05 p.m.

2. Roll Call

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

Other guests included: Dr. Martin Olshinsky, President; Larry Bandi, Dean, Business/Financial Affairs; Michele Blum, Wheeling Intelligencer; Robert DeFrancis, Dean, Community Relations/Institutional Advancement; Janet Fike, Dean, Enrollments Management; Dr. John Jones, Dean, Computer Information and Communications Technology; Mike Koon, Vice-President/Dean, Economic and Workforce Development and Interim Vice-President Academic Affairs; and Larry Tackett, New Martinsville Campus Dean.

3. Minutes of August 24, 2006

Minutes of the Board of Governors meeting of August 24, 2006 were held in abeyance due to lack of a quorum. Mr. Danford made some suggested changes to the minutes as follows: under 5B on page 2, Don Poffenberger's name is to be deleted from the next to the last sentence and a sentence is to be added before the last sentence under 5B, page 2 to read: A Certificate of Recognition was presented to Don Poffenberger for a presentation he gave on pod-casting at the 2006 WebCT/Vista-Impact Conference.

4. Board Chair Report

A. Hearings and Petitions

There were no hearings or petitions.

5. President's Report

A. Adoption of Institutional Goals

Institutional goals will be held in abeyance until there is a quorum. Goals were sent to the College community for review. Dr. Olshinsky received input on the objectives,

however, nothing was received on the goals. Mr. Koon added some action items and individual names were assigned. The goals will be tied to the College budget process.

B. Highlights of Activities for the Month of September

- The enrollment trend for Northern shows a slightly lower headcount, but an increase in FTE's. Daytime enrollment is becoming more reflective of a traditional community college.
- The College is making a significant effort to reduce the number of students that register without payment.
- The scholarship banquet is close to sold out with over 300 tickets sold. Sponsors will be recognized at the banquet.
- Dr. Olshinsky was involved in the Regional Economic Development's activities to pair educational institutions with employers to ensure a reliable source of potential employees.
- President Olshinsky met with Faculty Senate to address the state of the College, the new semester, assessment, and planning.
- The position of Vice President of Academic Affairs was posted nationally with a goal of having the position filled by January 2007.
- Culinary Arts hosted a lunch for Northern Panhandle legislators to ensure they were aware of the College's agenda and areas to oppose. The Proposed Legislative Agenda given to legislators was distributed to the Board.
- The College received funding (\$35,000) to buy equipment and materials to preserve a photo chronicle of New Martinsville through State Senator Larry Edgell and the Chancellor's office.

6. Administrative Staff Reports

A. Dean of Business, Finance, Facilities Report

Financial statement observations were distributed and reviewed with the Board by Mr. Bandi.

Mr. Bandi reported the audit was completed on time. The State moved up their requirements by two weeks this year. The College is still trying to make first in the State in submitting information.

A letter dated September 18, 2006 from Costanzo and Associates on the Court of Claims issue with Colaianni Construction was distributed to the Board. The College has entered into negotiations with Colaianni to see if an agreement can be reached before a court hearing. Colaianni has indicated a willingness to discuss the matter. Full amount of the claim has been reserved in College funds should the College not be successful in the claim.

Mr. Bandi reported the actual \$1.2 million contract with Cattrell for renovations to the B&O building has been completed 3 ½ months in advance of contractual specifications.

However, a few change orders have been put through and Cattrell will return to finish the HVAC system and replace units for the ceilings in Tom Danford's office area. Mr. Bandi commended Cattrell on doing a great job with few interruptions to staff.

Mr. Danford stated that faculty are pleased with the renovation of Science labs in the B&O as well as the size of the micro-lab and benches. Mr. Bandi stated the College is trying to garnish funds to furnish classrooms in the B&O building.

Attempts to speak with Robin Perdue relative to the Hazel-Atlas building have been unsuccessful.

B. VP/Dean, Economic and Workforce Development

A report on Economic and Workforce Development from July 1, 2005-June 30, 2006 including information on EDGE/Tech Prep Partnership and a revenue report was given by Mr. Koon. Also reported on was headcount enrollment from 2001-2006 for Economic and Workforce Development programs as well as contact-hours enrollment for Economic and Workforce Development programs from 2000-2005. Mr. Koon stated that West Virginia Northern has the second highest enrollment in EDGE in the State and the College is second in the number of students who are accepting credits.

Mr. Koon reported on a new initiative for West Virginia Northern, a College transition program which would allow students to move from secondary programs to community college programs. Northern will have over 40 students from four schools (John Marshall, Wheeling Park, Brooke and Rockefeller Center) in the program. A requirement of the group is that a meeting be held where parents are oriented to and become involved in the program. Individuals must be first generation students in order to participate in the program. The College will receive \$30,000 a year for three years for the project.

In an update on CEWE, Mr. Koon stated training is on-going, having picked up with Mittle Steel and Wheeling-Pittsburgh Steel, the College is working with Jefferson Community College. Training with Cabela's and Seven Habits training was conducted. A grant was submitted relative to machinist training. Mr. Koon stated the College did not have to supplement CEWE last year.

Relative to professional development, in the last several years the College had dollars from Perkins and Title III which weren't spent. However, the situation has improved within the last year.

NISOD and League for Innovation conferences were attended by staff. Everyone from maintenance to the President took advantage of and depleted the current dollars allotted for professional development. Title III funds were available to do both WebCT and pod-casting training. Over 80% of faculty attended the training sessions. Significant professional development activities were in the area of assessment. In all, \$126,000 was spent on professional development. A professional development report will be shared with faculty and staff.

C. Foundation Report

Mr. DeFrancis reported on some good news for the College – the new Executive Director of Institutional Advancement, Emily Fisher, and Dr. Olshinsky appeared in front of two local benefactors resulting in the College being awarded a \$70,000 grant to fund an Institutional Advancement strategy. Mr. DeFrancis saluted Dr. Olshinsky's and Ms. Fisher's efforts in obtaining the grant.

Particulars considered in the Transportation Enhancement Act for the bridge between the two Wheeling campus buildings have been rejected. An interim meeting was held this week and the College plans to resubmit the grant in January.

Mary Ann Creamer submitted a \$143,000 grant to the J.C. Williams Foundation. If West Virginia Northern is awarded the grant money, it will be targeted for the Health Sciences Respiratory Therapy Department on the Weirton campus to help expand the program.

Mr. DeFrancis informed the Board of the many organizations of which West Virginia Northern is a sponsor, i.e.: Wheeling Symphony, Wheeling Nailers, night at Tyler County Speedway, a table at Jamboree in the Hills, and the Wheeling Chamber Christmas Parade. Dr. Olshinsky and Mrs. Olshinsky will be on TV for the Christmas Parade.

The Culinary Arts program was promoted in western Pennsylvania and an ad ran in the Washington Observer.

D. Enrollments Management

The Board received information on today's enrollment report. Census date is October 13--the State reporting date for submitting files to Charleston.

Ms. Fike reported that over 1,900 student ID's have been processed this semester. The College is looking at the possibility of getting discounts for students using the ID's. Using ID's for debit cards and key cards for access to labs and the College buildings is a long-range plan of the College.

E. Dean, Wheeling Campus

Mr. Woodburn was unable to attend the Board meeting; therefore, Ms. Fike presented the Student Code of Conduct Rule. No action was taken on the Rule due to lack of a quorum. The current Student Code of Conduct was included in the Board agenda booklet.

Mr. Wycherley stated language to the Student Code of Conduct on page three, section C, item five needs clarification regarding carrying knives.

A sub-group is being comprised to review College rules and to separate rules from procedures. Rules will still go through the Board but the procedure portion will not need Board approval.

F. Dean, New Martinsville Campus

Mr. Tackett reported that a local resident inquired about classes in preserving pictures. The person brought Senator Larry Edgell along with him. The three discussed scanning and archiving historical pictures. Cost for equipment for the project is about \$35,000. Dr. Olshinsky and Senator Edgell talked about getting equipment beyond just that for restoring photos and offering vo-tech classes in multi-media. Student Senate has taken interest in a project with the Library of Congress to preserve the history of veterans of various wars. The project for historical preservation could be started within days of getting equipment.

G. Dean, Weirton Campus

Dr. Olshinsky reported for the Weirton campus in the absence of Dr. Bull. Due to zoning restraints, the Weirton Zoning Commission would not pass the College's request for the building of a utility shed on the Weirton campus. However, Council believes the request will eventually be approved. It was discovered that all schools in the city are zoned in residential areas which means institutions cannot expand. Formal language would need to be added to the zoning code to allow for construction on school properties.

H. Dean, Computer Information and Communications Technology

Dr. Jones distributed a technology status report to the Board. He reported on the following topics: College web site development, WebCT and WebCT Vista, Northern on the Web, Management Information System (MIS) Development, Networked Processes for the Administrative Team, Student Email Accounts, Wireless Access, IP Video Conferencing, Streaming Video, Technology Enhanced Classrooms, the Photo ID Card System, and others.

7. Old Business

There was no old business.

8. New Business

There was no new business.

9. Other

Dr. Olshinsky received information from AFT on colleges. Between 1996-2006, West Virginia Northern's increase in tuition was the lowest in the State.

10. Adjournment/Next Meeting

The meeting adjourned at 6:46 p.m. The next Board of Governors meeting will be held on October 26, 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