

**OFFICIAL MINUTES  
BOARD OF GOVERNORS MEETING  
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE  
Thursday, April 22, 2010 – 5:00 p.m.  
B&O Auditorium**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, April 22, 2010 in the B&O Auditorium on the Wheeling Campus.

**1. Call to Order**

Ms. Harman convened the meeting at 5:08 p.m. (Mr. Craycraft took over the meeting at 5:30 p.m. when he arrived.)

**2. Roll Call**

Roll call was taken by Linda Dudash. Members in attendance were: Rita Berry, John Clarke, Joseph Craycraft, Dr. Darrell Cummings, Mary K. Hervey DeGarmo, Anne Dieckmann Harman, Deborah Keener, Gus Monezis and Zac Wycherley. By Phone: Conner Boyd. Excused: Bill Haught and J.W. Freeland.

Guests included: Dr. Martin Olshinsky, President; Bob DeFrancis, Dean, Community Relations; Mike Koon, Vice President of Economic and Workforce Development; Steve Lippiello, CFO/ Vice President of Administrative Services; Dr. Vicki Riley, Vice President Academic Affairs; and Steve Woodburn, Dean, Wheeling Campus.

Faculty: Denny Roth, Lisa Ingram, Charles Rogerson, Tom Danford, Ralph Lucki, Dave Goeddel, Chris Kefauver, Bonnie Peterman, Carolyn Eastham, Pam Sharma, Teresa Ramsey, Frank DeCaria, Greg Winland, James Tully, Debbie Folger, Debra Yadrick, Crystal Harbert, Connie Dale, Marian Grubor, Don Poffenberger, Stephen Gress, Michele Watson, Carol Cornforth, Debbie Cresap, Mark Goldstein, Michael Davis, Mary Ann Merz, Rita Malek, and Delilah Ryan.

**3. Faculty Assembly**

Minutes of the Faculty Assembly meeting of April 16, 2010 were distributed to the Board along with an excerpt from those minutes relative to a recommendation regarding the faculty salary scale. Denny Roth, faculty member, addressed the Board relative to faculty salaries for FY 2011. Faculty Assembly's concern was about the last budget they reviewed which did not include provisions for faculty salary increases. However, prior to the Board meeting of April 22, faculty learned of a revised budget that does include that information.

In lieu of faculty not receiving merit pay in 2008-09, Mr. Roth stated faculty would like the College to consider changes to the insurance structure as compensation.

Dr. Olshinsky reported the FY 2011 budget to be presented to the Board includes provisions for faculty to move two steps on the scale as well as merit increases. Dr. Olshinsky reviewed Personal Services Increase Summary information for FY 2011. However, the bottom line is the Governor's Office will defer pay raises again this year. In fall 2009, Dr. Olshinsky attempted to have the Board approve the budget for FY 2011 with salary increases so the College could move forward should the Governor's Office grant approval for institutions to give salary increases. President Olshinsky has asked the Governor's Office to send the College a letter relative to deferred salary increases. Dr. Olshinsky stated he will keep faculty posted when information is received from the Governor.

Mr. Roth stated the President's budget calls for a 3% salary increase for administrators and staff who are above 15 years of service on the Mercer scale. Faculty would like to see \$500 be included in the base pay for faculty, which would bring faculty up to a 3% salary increase. Dr. Olshinsky stated he would look into this.

Mr. Golstein asked Dr. Olshinsky to look at alternatives to counteract the Governor's edict on no salary increases. He complimented Dr. Olshinsky's administration as being the only one in the state of West Virginia that has implemented salary schedules for years of service.

Mr. Goldstein distributed a flyer to the Board describing the Advisory Council of Faculty and listing the 2009-10 ACF roster.

#### **4. Approval of Minutes – Meeting of March 25, 2010**

**Mr. Wycherley suggested the following change to 6B of the draft minutes of March 25, 2010: Change Faculty Absence Policy to Faculty Absence Procedure. Mr. Clarke made a motion to accept the draft minutes of the meeting of March 25, 2010 as amended. Ms. Berry seconded the motion. Motion carried.**

#### **5. Board Chair Report**

- **Hearings and Petitions**

There were no hearings or petitions.

#### **6. President's Report**

##### **A. Fundraising Rule – First Reading**

The Fundraising Rule was presented to the Board on first reading. Dr. Olshinsky informed the Board the Fundraising Rule provides the College with guidance and continuity in fundraising efforts. The rule requires all organizations and affiliations to request permission from the College President and notify Institutional Advancement before any fundraising activities are initiated.

## **B. Highlights of the President's Activities for the Month of April**

Some of the activities reported on by President Olshinsky for the month of April are as follows:

- Met with community people to raise awareness about the College and establish relationships for future asks
- Met with Holy Family Childcare to explore possible child care partnerships
- Honored PTK All WV Academic Team members at event in Charleston

## **7. Administrative Staff Reports**

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

- **Unrestricted Assets**

Mr. Lippiello reviewed the Unrestricted Net Asset Report for December 31, 2009 with the Board. He asked for the Board's approval for the College to designate \$2 million of reserve money for future capital projects. **Dr. Cummings made a motion that the Board approve \$2 million of reserve money to be set aside for undesignated future capital projects. Ms. Harman seconded the motion. Motion carried.**

- **Budget Proposal 2011**

Mr. Lippiello reviewed the proposed FY 2011 budget with the Board. **Ms. Harman made a motion that the Board approve the FY 2011 budget as presented (which includes employee salary increases on the first page). Mr. Clarke seconded the motion. Motion carried.**

### **B. Dean, Enrollments Management – (Bob DeFrancis for Janet Fike)**

- **Summer Enrollment**

Mr. DeFrancis presented the enrollment report for the term comparison Summer 2009 vs. Summer 2010.

- **Spring 2010 Immunization Report**

The summary report of the immunization status of college students was distributed to the Board. No action was required on this report.

### **C. Vice President Academic Affairs – Dr. Vicki Riley**

- **Presentation on Student Fees**

Presented to the Board for approval was a Fee Planning Schedule (per semester) for academic year 2010-2011. Ms. Riley reported the student activities fee listed on the schedule will apply only to students on the Wheeling Campus. This is due to a possible partnership between Centre Town Fitness, located near the Wheeling Campus, and WVNCC. Northern employees would also be given the opportunity to use the facility at a discounted rate of \$75 per year.

Dr. Riley reviewed several more of the fees on the chart.

**Ms. Harman made a motion that the Board accept the imposition of fees as presented (all fees listed after the first three) beginning in the fall of the 2010-2011 academic year. Mr. Wycherley seconded the motion. Mr. Clarke abstained from voting.**

**Ms. Harman made a motion the Board approve the elective tutoring fee for \$250. Dr. Cummings seconded the motion. Motion carried.**

**Dr. Cummings made a motion that the late registration fee be tabled until the next meeting. Ms. Harman seconded the motion. Dr. Cummings asked to go on record as being against the late registration fee being doubled.** Dr. Olshinsky stated he will have Janet Fike review the registration fee with the Board again at the meeting on May 27.

Discussion ensued relative to the partnership with Centre Town Fitness. Mr. Lippiello stated an agreement with Centre Town would include an “opt out” clause at the end of any semester if the College decided not to continue the partnership.

**Mr. Monezis made a motion the Board approve the student activities fee. Ms. Harman seconded the motion. Dr. Cummings and Mr. Clarke abstained from voting.**

### **D. Dean, Community Relations**

- **Advertising Campaign**

The fall advertising campaign will kick off in three weeks. WVNCC has secured electronic billboards for the campaign. A major TV campaign will kick off in June and will feature WVNCC graduates at their work site.

Mr. DeFrancis reported WVNCC will sponsor an event at Jamboree in the Hills and sponsored a “meet and greet” at the Ohio Valley Mall with “Twilight” star Peter

Facinelli. Along with the "Twilight" sponsorship, Northern set up a kiosk at the Mall to distribute various materials about the College.

- **Graduation Reminder**

Mr. DeFrancis reminded the Board that WVNCC commencement ceremonies will be held on Friday, May 14 at the WesBanco Arena. Music begins at 6:30 p.m. and the program begins at 7:00 p.m. Dr. Darrell Cummings will confer degrees.

**8. Old Business**

There was no old business.

**9. New Business**

There was no new business.

**10. Executive Session**

- **Real Estate**

**Ms. Harman made a motion that the Board enter into executive session at 7:10 p.m. Mr. Clarke seconded the motion. Motion carried.**

**Ms. Harman made a motion that the Board come out of executive session at 7:30 p.m. Mr. Craycraft seconded the motion. Motion carried.**

**11. Adjournment/Next Meeting**

**Ms. Harman made a motion to adjourn the meeting at 7:30 p.m. Mr. Clarke seconded the motion. Motion carried.**

The next Board meeting is scheduled for Thursday, May 27, 2010 at 5 p.m. in the B&O Board Room.

Minutes respectfully submitted by,

Minutes approved by,

Linda K. Dudash  
Executive Secretary to the President

Anne Dieckmann-Harman  
Board of Governors Secretary