

**OFFICIAL MINUTES  
BOARD OF GOVERNORS MEETING  
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE  
Monday, April 21, 2014 -- 5:00 p.m. -- B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Monday, April 21, 2014 in the B&O Board Room on the Wheeling Campus.

**1. Call to Order**

Dr. Cummings convened the meeting at 5:03 p.m.

**2. Roll Call**

Members in attendance were: Dr. Darrell Cummings; Brann Altmeyer; Christin Byrum; Bob Conraguerro; Frank DeCaria; Margaret DeCola, Mary K. DeGarmo; Melissa Kohout (by phone); Toni Shute. Excused: John Clarke; Gus Monezis.

Guests included: Dr. Martin Olshinsky, President; Bob DeFrancis, Dean of Community Relations; Janet Fike, Vice President of Student Services; Mike Koon, Vice President of Workforce Development and Weirton Campus Dean; Steve Lippiello, Chief Financial Officer/Vice President of Administrative Services; and Dr. Vicki Riley, Vice President of Academic Affairs. Others: David Hanes, Director, Information Technology.

**3. Approval of Minutes (March 27, 2014)**

Ms. DeGarmo made a motion the Board approve the minutes of the meeting of March 27, 2014 as presented. Mr. Conraguerro seconded the motion. Motion carried.

**4. Student Presentation**

Ms. Payton introduced Ina Jo Masteller, a sophomore WVNCC student who is in her first year of the Student Government Association. Ms. Payton gave a presentation to the Board regarding annual Student Activities events including a Student Leadership Conference, Student Government, Campus Activities, and Community Engagement.

**5. Vice President, Academic Affairs . . . . . Dr. Vicki Riley**

**A. Online Degree Program Update.**

Dr. Riley stated that WVNCC is the only regional 2- or 4-year institution to offer complete programs online. She introduced Kim Patterson to complete the update.

Ms. Patterson updated the board on what the WVNCC website has available to potential online students, including information on placement testing, applying, student support and self-assessment. The information will be revised as needed once the students begin in the fall.

**6. Board Chair Report**

There was no Board Chair report.

**7. President's Report**

**A. Weapons Rule (Approval Requested)**

Dr. Olshinsky asked for permission to begin writing a rule regarding weapons on campus.

Mr. DeCaria made a motion the Board grant permission to begin writing a weapons rule. Mr. Altmeyer seconded the motion. Motion carried.

**B. Employee ID Access Rule (Rule on 2<sup>nd</sup> Reading)**

Dr. Olshinsky restated that it is necessary to change replacement costs of student IDs when the cost to the College increases.

Mr. Contraquerro made a motion the Board grant permission to charge replacement costs as necessary. Ms. Shute seconded the motion. Motion carried.

**C. Some of the Highlights of the President's Activities for the Month of April**

- The CEWE board had a meeting to discuss reconstituting the organization. This will be the entity used to house grant dollars.

**8. Administrative Reports**

**A. CFO/Vice President, Administrative Services .....Steve Lippiello**

- **FY 2015 Budget – Final Version (Approval Requested)**

Mr. Lippiello presented the proposed final version of the FY2015 budget, which includes the 9.68% tuition increase that was approved at the March 27, 2014 meeting. He cited salaries as the College's largest expense.

Dr. Olshinsky presented a proposed wage increase plan, which would include an increase of \$504 added to base wages plus a one-time salary enhancement to bring FY 2015 increase to a total of 1.5% including the \$504 to base for eligible faculty. Eligible classified employees with less than 15 years of service will receive one step move on current salary scale or \$504 whichever is greater. Eligible classified employees at 15 years plus of service will receive \$504 added to base wages plus a one-time salary enhancement to bring FY 2015 increase to a total of 1.5% including the \$504 to base. Non-classified employees increase of \$504 added to base wages plus a one-time salary enhancement to bring FY 2015 increase to a total of up to a 1.5% including the \$504 to base. All one-time salary enhancements will be scheduled to be withdrawn at the end of FY 2015 unless it is determined that the institution is financially able to withstand the continued additional personal services expense. Dr. Olshinsky assured the board of the legalities of this arrangement.

Mr. Altmeyer made a motion the Board approve the FY205 budget as presented. Ms. DeCola seconded the motion. Motion carried.

- **Data Analytics Agreement with WVNET (Approval Requested)**

Mr. Lippiello presented an agreement with WVNET to provide warehousing. He asked Pam Woods, IR Director, to explain further. Ms. Woods stated that the data warehousing is a unique way to view data in order to review the past, understand the present and predict the future. She stated the many benefits of WVNET including user friendliness and affordability. She stated that the pilot program is free. Mr.

Lippiello added that he does not anticipate the monthly cost to exceed \$2,000.

Mr. Altmeyer made a motion the Board approve the WVNET agreement as presented. Ms. DeGarmo seconded the motion. Motion carried.

**B. Vice President, Student Services ..... Janet Fike**

• **Summer Enrollment Update**

Ms. Fike reported that the College is currently at 50% of its summer enrollment goal. However, students classes don't begin until mid-May and transient students are enrolling now. Summer enrollment has been down over the last couple years, partially due to Pell funds not being available in summer.

• **Default Management Update**

Ms. Fike stated that the College is holding default workshops on all campuses in order to make students more aware of the loan repayment due date. Default rates continue to be a problem for colleges across the state.

**9. Old Business**

Dr. Olshinsky reminded the board that the auction for the ECS building would take place Wednesday, April 23<sup>rd</sup>.

**10. New Business**

Ms. DeGarmo suggested a possible board resolution for Linda Dudash to recognize the great job she did for the group.

Mr. Altmeyer made a motion that Ms. DeGarmo look into ways of recognizing Ms. Dudash. Ms. Shute seconded the motion. Motion carried.

Dr. Olshinsky reminded the board that May 9<sup>th</sup> is commencement and all board members are welcome and encouraged to attend. Please let Dr. Olshinsky or Ms. Spurlock know if you are attending.

**11. Adjournment**

The meeting adjourned at 6:15 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Rana D. Spurlock  
WVNCC Institutional Advancement

Christin Byrum  
Board of Governors Secretary