

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

**Thursday, August 27, 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, August 27, 2009 in the B&O Board Room.

**1. Call to Order**

Mr. Craycraft convened the meeting at 5:00 p.m.

**2. Roll Call**

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

Other guests included: Dr. Martin Olshinsky, President; Robert DeFrancis, Dean, Community Relations; Janet Fike, Dean, Enrollments Management; Emily Fisher, Executive to the President for Development; Steve Lippiello, CFO/Vice President of Administrative Services; and Dr. Vicki Riley, Vice-President, Academic Affairs. Guest: Kim Patterson, Instructional Designer/Distance Education Coordinator.

**3. Staff Presentation**

Kim Patterson gave a PowerPoint presentation on distance education which included: Distance Education Enrollment Comparisons for Fall 2007-Summer 2008 and Fall 2008-Summer 2009; Success Rates Beginning Fall 2007 through Summer 2009; Online Enrollment Fall 2008/Fall 2009 (204% increase); FTE Generated by Online Enrollment; Withdrawal Rates by Semester Beginning Fall 2007 through Summer 2009; and a list of Summer 2009 and Fall 2009 Online Courses.

**4. Approval of Minutes (May 28, 2009)**

**Ms. Harman made a motion to accept the minutes of the May 28, 2009 Board meeting as presented. Mr. Wycherley seconded the motion. Motion carried.**

**5. Board Chair Report**

- **Hearings and Petitions**

There were no hearings or petitions.

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

### **A. State of the College**

Dr. Olshinsky gave a presentation on the State of the College.

President Olshinsky informed the Board that the 2009 budget will be used as a base for the 2012 budget. Community and technical college budgets will be reduced by 10% in FY2012.

An article from the August 24 publication of *Community College Week* titled "Summary of Key Provisions of Community College Initiative" was distributed to the Board. The article includes several components of President Obama's \$12 billion proposal to boost the number of college graduates by 5 million by the year 2020 and aid community colleges.

Dr. Olshinsky informed the Board that the College is working on two grants:

- A partnership between West Virginia, Ohio and Pennsylvania on Energy
- A grant in the health sciences area

President Olshinsky stated that the College is gearing up for the 2012 accreditation visit. Faculty member, Tom Danford, is heading the assessment piece.

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

Money received from Congressman Mollohan's office in the amount of \$150,000 from the *Saving America's Treasures* grant was matched by West Virginia Northern. Funds will be used for cleaning the exterior of the historical B&O building and restoring and re-pointing the bricks along with renovations to the stairwells in the B&O building.

After a discussion relative to preservation easement with the State Historic Preservation Office (page 7 of 7 of the grant agreement; Condition #22) and total cost of continued maintenance, repair and administration of the grant-assisted property, the Board agreed that Dr. Olshinsky will talk to the West Virginia Historical Society and obtain clarification from them in writing on the points in question. Findings will be e-mailed to the Board prior to the September 24 Board meeting.

A pre-bid meeting is scheduled for August 28 relative to bids on cleaning the exterior of the B&O building. Bid information will be presented at the September Board meeting. Board members will be contacted prior to the September

meeting if a vote is needed prior to that date to secure a contractor for the project.

**C. Some of the Highlights of Activities for the Months of June, July and August – Dr. Olshinsky**

- Presented at the Lion's Club on the College's activities and thanked the organization for their support of the College's visually impaired students
- Worked to stabilize the WVNET Oracle billing process to reflect true usage and a final agreement was achieved
- Met with Landmark College and CCAC representatives to join in a multi-state grant to assist students with disabilities
- Represented West Virginia at the tri-state consortium for sustainable energy. The goal is to be part of a sustainable energy grant.

**7. Administrative Staff Reports**

**A. CFO and Vice-President of Administrative Services (Steve Lippiello)**

- **Update on FY 2009 Audit**

Mr. Lippiello reported that the auditors are conducting the College's quarterly review. Three points shared with the Board by Mr. Lippiello regarding the success of the College were as follows:

1. Since FY 2002, the College has been able to increase its net assets by 2.2 times. Within that same period, the College's cash flow has increased from \$1.7 million to \$9.9 million.
2. Over \$200,000 growth has been seen by the College in tuition and fees for one year.
3. The bottom line in the budget is projected to be about \$1 million plus by June 30, 2009.

- **Straub Property Update**

Mr. Lippiello will be involved with the Straub project. January/February 2010 is the timeframe in which the county indicated the Straub property will be turned over to the College.

## **B. Dean, Enrollments Management (Janet Fike)**

- **Summer and Fall Enrollment Updates**

The Summer Enrollment Comparison Report – Summer 1999 to Summer 2009 was distributed to the Board. Ms. Fike stated that this is the strongest enrollment growth in the era of the College. Also distributed was the Fall 2009 Comparison Report – August 27, 2009 vs. August 29, 2008.

- **New Veterans Programs**

Ms. Fike reported that contacts are available on all three campuses to work with veterans. Based on their benefits, veterans will get \$1,100 a month and subsidies for books and living. A payment plan has been worked out so that veterans don't have to pay for their schooling up front.

- **Yellow Ribbon Program**

Ms Fike reported that West Virginia Northern is participating in the Yellow Ribbon Program. The program allows institutions of higher learning to enter into an agreement with the Veterans Administration to fund tuition expenses that exceed the highest public in-state undergraduate tuition rate. The institution can contribute up to 50% of those expenses and the Veterans Administration will match the same amount as the institution.

## **C. Vice-President Academic Affairs (Dr. Vicki Riley)**

- **Program Review from 2008-2009**

Dr. Riley gave an update on program reviews from 2008-2009. The West Virginia Council for Community and Technical College Education approved continuation of all programs submitted. The Council requested that a follow-up report be submitted to the Chancellor's office by January 15, 2010 to address the curriculum for the Legal Office option as it currently lacks general education course work in computation skills.

Dr. Riley reported that the following programs will be under review this year for a three year audit: Hospitality, Medical Assisting, and Power Plant Technology. Programs being reviewed this year under the five year review process are: Transfer (AS and AA) degrees, Culinary Arts, Human Services, and Surgical Technology. These programs will come to the Board for review in the spring.

- **Faculty Promotion and Merit Update**

Academic Affairs is working with faculty on process and policies regarding promotion and merit.

**8. Old Business**

- **Non-Classified Salary Rule**

**Ms. Harman made a motion to adopt the Non-classified Salary Rule as presented on second reading. Mr. Clarke seconded the motion. Motion carried.**

**9. New Business**

- **Board of Governors By-Laws**

Ms. Harman stated that the Board should review the By-Laws and obligations of Board members periodically and that the Board also needs to look at utilizing the College's technology to its advantage. Dr. Cummings suggested scheduling a Board retreat to review the College's By-Laws. Dr. Olshinsky stated that Board members will be informed of on-line training opportunities.

**10. Adjournment/Next Meeting**

**A motion was made by Ms. Harman to adjourn the meeting at 6:15 p.m. Mr. Clarke seconded the motion. Motion carried.**

The next Board of Governors meeting is scheduled for Thursday, September 24, 2009 at 5:00 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