

**OFFICIAL MINUTES**  
**BOARD OF GOVERNORS MEETING**  
**WEST VIRGINIA NORTHERN COMMUNITY COLLEGE**  
**Wednesday, June 22, 2011 – 9:00 a.m.**  
**B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Wednesday, June 22, 2011 in the B&O Board Room on the Wheeling Campus.

**1. Call to Order**

Ms. Harman convened the meeting at 9:05 a.m. in the absence of Mr. Craycraft.

**2. Roll Call**

Roll call was taken by Linda Dudash. Members in attendance were: Kyrie Straight. By Phone: Dr. Darrell Cummings, Mary K. DeGarmo, Anne Dieckmann Harman, Gus Monezis, Fred Renzella and Zac Wycherley. Excused: Rita Berry, John Clarke, Joe Craycraft and Bill Haught.

Guests included: Dr. Martin Olshinsky, President; Bob DeFrancis, Dean, Community Relations; Janet Fike, Vice President, Student Services; Emily Fisher/CFRE, Executive to the President for Development; Steve Lippiello, Chief Financial Officer/Vice President of Administrative Services; Dr. Vicki Riley, Vice President, Academic Affairs.

**3. Board Chair Report**

• **Hearings and Petitions**

There were no hearings or petitions.

**4. Old Business**

**A. Harassment and Discrimination Rule – Second Reading (Action)**

The Harassment and Discrimination Rule was presented to the Board on second reading.

Mr. Wycherley referred to paragraph one on page four of the Rule where it reads ...report the incident to the Campus Dean stating there is no Campus Dean on the Wheeling and Weirton campuses. He also asked if a complaint form will be available on the College Web page. Ms. Carmichael informed Mr. Wycherley there will be a Dean on the New Martinsville and Weirton campuses and there are different avenues that can be taken for reporting of harassment and discrimination. Part of the process will be to develop a brochure in which there will be a procedure for reporting harassment and discrimination charges. Although a form will be available for filing a complaint, any written documentation will be accepted.

In the event a person charged in a complaint wishes to appeal, they may do so by filing an official grievance within fifteen days of receipt of a decision. The appeal process for staff and faculty is the grievance process by the State of West Virginia. The process never goes to the governing board, but is handled through the state from a process in statute.

Ms. Carmichael reported the Harassment and Discrimination Rule has been reviewed by legal counsel and no problems with the Rule were cited.

**Ms. Harman made a motion the Board accept the Harassment and Discrimination Rule on second reading. Mr. Monezis seconded the motion. Six Board members were in favor of accepting the Rule as presented on second reading. One member abstained from voting. The Harassment and Discrimination Rule was approved on second reading.**

## **B. Clarification of Pay Raises**

Ms. Carmichael gave clarification of pay raises for staff relative to the motion approved by the Board on May 26, 2011. The motion from the Board meeting of May 26, 2011 reads as follows: Mr. Clarke made a motion the Board adopt a \$500 increase for the 43 lower paid employees on the Mercer scale with an effective date of July 1, 2011. Mr. Renzella seconded the motion. Motion carried.

Ms. Carmichael presented clarification of the approved motion on pay raises as follows: There will be six employees who, if provided with the full additional \$500 in addition to the employee's step move, will be above their proposed step for 2013. Those employees would be red-lined, which means they would not receive pay increases on the step for 2013. Ms. Carmichael suggested the Board may want to consider providing those employees up to the step but not over the step. In addition, there would be six employees that would receive less than a \$70 increase in 2013 if they stay on the step. Ms. Carmichael also explained the last paragraph of the current Classified Employees Salary Rule states: "If an employee's overall job performance is unsatisfactory, needs improvement, or if the employee is currently on an improvement plan or receiving disciplinary action, he/she will not qualify for a raise greater than the minimum step move amount and will remain ineligible until the next annual salary increase review." Therefore, in accord with the approved rule, an employee on an improvement plan or one receiving disciplinary action would not receive the \$500 increase since it would be in violation of the Classified Employee Salary Rule. Dr. Cummings recommended information be provided to staff stating increases for 2013 may be a smaller increase because they are receiving it early. Ms. Carmichael indicated the information to staff would state the increase may impact their amount for fiscal year 2013.

The Board agreed the College should move forward on the motion from the May 26, 2011 Board meeting to adopt a \$500 increase for the 43 lower paid employees on the Mercer scale with an effective date of July 1, 2011 following the Classified Employee Salary Rule for employees on an improvement plan and/or disciplinary action.

## 5. Adjournment/Next Meeting

### **Ms. Harman adjourned the Board meeting at 9:27 a.m.**

No Board meeting will be held in July. The next Board meeting is scheduled for Thursday, August 25, 2011 in the B&O Board Room on the Wheeling campus.

Minutes respectfully submitted by,

Minutes approved by,

Linda K. Dudash  
Executive Secretary to the President

Anne Dieckmann-Harman  
Board of Governors Secretary