

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

**Thursday, May 28, 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, May 28, 2009 in the B&O Board Room.

1. Call to Order

Mr. Craycraft convened the meeting at 5:05 p.m.

2. Roll Call

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

Other guests included: Dr. Martin Olshinsky, President; Larry Bandi, CFO/Vice President of Administrative Services; Robert DeFrancis, Dean, Community Relations; Emily Fisher, Executive to the President for Development; Janet Fike, Dean, Enrollments Management; Mike Koon, Vice-President, Economic and Workforce Development; and Dr. Vicki Riley, Vice-President, Academic Affairs. Faculty: Chris Kefauver, Chair, Faculty Assembly. Staff: Darryl Clausell, Interim Chair, Classified Staff Council. Other: Joselyn King, The Intelligencer.

3. Faculty Presentation

Chris Kefauver, Chair, Faculty Assembly, gave a report on behalf of faculty. Mr. Kefauver stated that faculty are working on retention and recruitment as well as working with administrators on a faculty absence policy. Mr. Kefauver informed the Board that five faculty members applied for and received a promotion this year.

4. Staff Presentation

Darryl Clausell, Interim Chair, Classified Staff Council, gave a report to the Board which included information relative to: the Higher Education Personnel Study Final Report with recommendations from the report; staff observations relative to the report regarding a merit process, increases to staff beyond 15 years, committee representation, professional development, a full-funded salary schedule, recognition day, PIQ/job description process and time-line for completion of PIQs. In addition, Mr. Clausell stated that classified staff would like to be more involved in the final reading of rules.

Dr. Olshinsky distributed information relative to classified staff PIQ reviews.

5. Approval of Minutes (March 26, 2009)

Mr. Haught made a motion to accept the minutes of the March 26, 2009 Board meeting as presented. Mr. Freeland seconded the motion. Motion carried.

6. Board Chair Report

- **Hearings and Petitions**

There were no hearings or petitions.

7. President's Report

A. Resolution – Larry Bandi

Dr. Olshinsky read a resolution from the Board to Mr. Bandi for his service to the Board. Mr. Craycraft presented Mr. Bandi with a plaque recognizing his exceptional leadership, commitment and service to both the College and the Board.

B. Board Member Requirements – New Legislation

Dr. Olshinsky reported that new legislation requires incoming Board members to complete a six hour on-line training course. Existing Board members, within the first two years, must complete a three-hour on-line training course. Dr. Olshinsky offered to facilitate in any way he can and will be forwarding additional information to each Board member.

C. Tuition and Fee Review

Dr. Olshinsky reported that the Board completed the process regarding a tuition and fee increase for West Virginia Northern. At their meeting on May 8, 2009, the West Virginia Council for Community and Technical College Education passed the recommended tuition and fee increase presented to them by Northern.

D. Saving America's Treasures Grant (Action)

West Virginia Northern received \$150,000 from Congressman Mollohan's office from the *Saving America's Treasures* grant; however, WVNCC must provide a \$150,000 match. 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.

Mr. Bandi stated that \$1.2 million was authorized for inside renovations to the B&O building by the Board in 2008 with \$750,000 coming from reserve funds. Reserve funds, however, were not needed for the 2008 renovations; therefore, money is available in the current budget to cover the \$150,000 matching funds should the Board give their approval.

Total cost for work to the B&O building would be capped at \$300,000. State law and the grant requires the College to go out for bids on the project.

Mr. Haught made a motion that the Board approves money to be taken from the College's reserve funds to match the \$150,000 in funds received from the Save America's Treasures grant for repairs to the B&O building (cleaning and restoring/re-pointing bricks and stairwell refurbishment). Mr. Clarke seconded the motion. Motion carried.

E. Handicapped Bridge Project

West Virginia Northern received \$240,000 from the Governor's office for the handicapped bridge project. After a brief discussion relative to the handicapped bridge project, Dr. Olshinsky stated that in order to keep the process moving, the College needs to put down \$60,000 to sustain the project. Estimated cost of the project is \$1 million. **Mr. Haught made a motion that the Board give their approval for the College to enter into an agreement with the WV Department of Transportation relative to the WVNCC Pedestrian Bridge Project. Mr. Clarke seconded the motion. Motion carried.**

Mr. Clarke made a motion that the Board approve up to a \$140,000 match on the handicapped bridge project. If there is a possibility of the College obtaining grant money as a match, that money would be used for the project. Mr. Haught seconded the motion. Motion carried.

F. Northern Receives Excellent Rating on Compact

Dr. Olshinsky reported that, for the third straight year, the College received an excellent rating on meeting Compact goals. Performance measures rated in the Compact include: accessibility, student success, workforce development and collaborations within the communities the institution serves.

G. Highlights of Activities for the Months of April and May – Dr. Olshinsky

- Received notification of \$50,000 grant to help fund the Middle College
- Received approval of a \$10,000 Globaloria Grant for multi-media software
- Met with Congressman Mollohan on the “Saving America’s Treasures” grant and other opportunities at Northern. The College has possible projects that might be of interest to the Congressman.
- Met with West Liberty University Provost to discuss expansion of articulation agreements. The Bachelors in Applied Science is the next cluster to be articulated.
- Thirty-one laid-off workers will enter WVNCC’s fast track program. Northern received national recognition in the Community College News relative to helping the laid-off workers.

8. Administrative Staff Reports

A. CFO and Vice-President of Administrative Services (Larry Bandi)

- **Budget – Quarterly Financial Report**

The Board received copies of Financial Statement Observations for March 31, 2009 and Interim Financial Statements for the Third Quarter, March 31, 2009 and 2008. Mr. Bandi reviewed the statements with the Board.

Mr. Freeland made a motion to approve the financial statements for the third quarter (March 31, 2009) as presented. Mr. Clarke seconded the motion. Motion carried.

B. Dean, Community Relations (Bob DeFrancis)

- **WVNCC Video**

Mr. DeFrancis presented to the Board the new video on the College Web site.

C. Dean, Enrollments Management (Janet Fike)

- **Summer Enrollment Update**

Ms. Fike distributed and reported on the summer enrollment comparison report.

- **Immunization Report**

Ms. Fike distributed and reported on the immunization status of College students. **Ms. Postle made a motion to accept the Immunization Report as presented. Mr. Freeland seconded the motion. Motion carried.**

D. Vice-President Academic Affairs (Dr. Vicki Riley)

- **Preliminary Discussions RE: Law Library Materials**

Dr. Riley reported that the College is in discussions about law library materials. Northern is looking into the possibility of a donation from the Ohio County Library to its para-legal course since the Library may be discontinuing its law library in the future. A partnership between the College and the Library is being discussed.

- **Articulation Updates**

Articulation agreements have been approved between WVNCC and WVU as well as WVU Institute of technology. WVNCC students can transfer to WVU to pursue an on-line bachelor's degree in Nursing or Multidisciplinary Studies. An agreement with WVU-IT would permit WVNCC students to pursue an on-line bachelor's degree in Accounting.

The College is working on an articulation agreement with Ohio University Eastern in Business and Criminal Justice and continuing expansion of an agreement with Mountain State University. An articulation agreement with Bethany College is being explored. Northern is working with Bethany on a TIPS program (social work), with the last year of social work being taken at the WVNCC Wheeling Campus.

E. Vice President, Economic and Workforce Development (Mike Koon)

- **Workforce Development Update**

An Economic and Workforce Development Report was distributed. In the area of Career Services, Mr. Koon reported that the College has implemented the College Central System, a free, new service in the placement arena where students are able to post their resume' and review local and nationwide job postings via the on-line service. In turn, employers are able to post job vacancies and review resumes'.

The College is growing in services it provides to students with disabilities. A new disability center, including testing area, was opened on the Wheeling Campus last year. Equipment for disabled students is provided on each of the three campuses. Additional personnel will be needed as the College continues to grow in the area of students with disabilities. Ms. Fisher has been working on external funding for the disability programs.

WVNCC's Compact goal in the area of workforce services was to provide services for ten new employers; however, the College has already added eleven new employers and there are 10 concurrent projects going on. Four additional contacts have been made for which the College may be able to provide services.

9. Old Business

- **Emeritus Status for Retired Faculty and Administrative Officers (Second Reading)**

Mr. Haught made a motion to approve the Emeritus Status for Retired Faculty and Administrative Officers as presented on second reading. Mr. Clarke seconded the motion. Motion carried.

10. New Business

- **Non-Classified Salary Rule (First Reading)**

The Non-Classified Salary Rule was presented to the Board on first reading. No suggested changes or additions to the rule were made.

11. Executive Session

- **President's Compensation and Review**

Ms. Postle made a motion to enter into executive session at 6:35 p.m. for purposes of presidential compensation and real estate transactions. Ms. Berry seconded the motion. Motion carried.

Mr. Clarke made a motion that the Board approves a 2.5% increase of base salary for Dr. Olshinsky from \$136,378 to \$139,787.45 to become effective when all staff and faculty receive pay increases in the 2009-2010 budget cycle and that it be applied using the same guidelines. In addition, Dr. Olshinsky is to receive \$5,000 annually to defray health benefit costs because he does not have health benefits with the

College. Mr. Haught seconded the motion. Motion carried. (All present Board members were polled and voted affirmative.)

12. Adjournment/Next Meeting

A motion was made by Mr. Clarke to adjourn the meeting at 7:54 p.m. Ms. Berry seconded the motion. Motion carried.

The next Board of Governors meeting is scheduled for Thursday, August 27, 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