

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, September 25, 2014 -- 5:00 p.m. -- B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, September 25, 2014 in the B&O Board Room on the Wheeling Campus.

1. Call to Order

Dr. Cummings convened the meeting at 5:01 p.m.

2. Roll Call

Members in attendance were: Dr. Darrell Cummings; Brann Altmeyer; Christin Byrum ; Frank DeCaria; Margaret DeCola; Mary K. DeGarmo; Paul Griffenberg; Gus Monezis
Excused: Bob Contraquerro; Toni Shute.

Guests included: Dr. Martin Olshinsky, President; Peggy Carmichael, Chief Human Resources Officer; 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: Jenna Derrico, Program Coordinator and ACCE Representative - State Advisory Council of Classified Employees

3. Approval of Minutes (August 28, 2014)

Mr. Altmeyer made a motion the Board approve the minutes of the meeting of August 28, 2014 as presented. Ms. DeCola seconded the motion. Motion carried.

4. Classified Staff Presentation

Ms. DeCola with assistance by guest/ACCE representative, Ms. Derrico, presented on behalf of the Classified Staff Council. They provided a handout detailing overall years of service for the 68 staff members who are Classified Staff. As part of their presentation, they stated that often they are the first contact with students and serve as liaison between faculty and administration. They noted that they have assumed more responsibilities with vacant positions. Working in a partnership with faculty, there has been improved communication with the students and a more efficient registration system. They were thanked by the Board of Governors for their service to the College. In addition, they provided a handout on Senate Bill 330 which asks for human resource changes in WV public higher ed institutions and an updated classified salary schedule that has not been modified since 2001.

5. Board Chair Report

There was no Board Chair report.

6. President's Report

A. Update on ECS Building

Dr. Olshinsky and Mr. Altmeyer provided an update on the purchase of the ECS Building. Earlier this week, there was a court hearing with no opposition to the sale by the heirs so we can proceed with the purchase. Mr. Altmeyer thanked Dr. Olshinsky and Mr. Lippiello for their work on this building acquisition noting that the final price was around \$100k less than what was originally planned. Dr. Olshinsky thanked Mr. Altmeyer for his service on this project as it turned out to be a more complicated legal issue. The property will be owned by the Foundation.

B. Highlights of President’s Activities for the Month of September

- Met with Wetzel, Tyler, and Pleasants County School Superintendents to discuss robotics, early entrance courses, and technical scholarships.
- Met with Hancock County School Superintendent and Counselors to discuss robotics, early entrance courses, and technical scholarships.
- Met with Foundation Board and went over budget and default rates.
- The Yuletide Luncheon will be Tuesday, December 2nd.
- There will be a robotics scrimmage on November 1st. The end goal is a summer robotics camp next summer for every school district in the Northern Panhandle.

7. VP, Academic Affairs.....Dr. Vicki Riley

• **Early Entrance Programming**

Dr. Riley presented a handout on Fall 2014 Early Entrance Enrollment with the local high schools. They have been discussing the online courses with the superintendents in order to encourage enrollment there as well. Also, the school has been working to make sure that the teachers teaching these courses are properly credentialed.

8. VP, Student Services.....Janet Fike

• **Default Rates**

Ms. Fike stated the rates will come out on Monday. This is only two years above the 30% mark. We will not know about the third group until September 2015. We will not see the draft until February 2015. Currently, we are working on an appeal. This is a three year process out and hope to be at 29.2% by that time. We have tightened up our processes on tracking students with names, addresses, and phone numbers as they change. The hardest group to reach are those that are not finishing any type of program.

• **Enrollment Update**

Ms. Fike reported that they have reached 82% of their overall goal. Although we have about 400 less students, the students this year are better students and more engaged. Unfortunately, with less students, there is a \$200k shortfall in the budget.

9. CFO/Vice President, Administrative Services.....Steve Lippiello

• **Fourth Quarter Financial Results**

Mr. Lippiello overviewed the financial sheets he distributed at the meeting. They were different from the original sheets in the Board packets as the State made changes this week. With the enrollment decline, there has been a loss in revenue. Business is picking up at the Barnes and Noble/café. The school has been able to save some money with open positions and continues to look at places to save.

10. Executive Session

Mr. DeCaria made a motion the Board enter into executive session at 6:05 pm to discuss the Presidential Search Procedure and Update. Mr. Monezis seconded the motion. Motion carried.

Ms. DeGarmo made a motion the Board come out of executive session at 6:21. Ms. Byrum seconded the motion. Motion carried.

11. Old Business

- Election of officers: **Mr. Altmeyer motioned for the approval for the continuation of this past year's officers. Mr. Monezis seconded the motion. All members voted in favor of Dr. Cummings being nominated chair of the Board for a third term (2014-2015); Ms. DeGarmo being elected as vice-chair of the Board for a third term (2014-2015); and Ms Byrum being elected as secretary of the Board of Governors (2014-2015).**

12. New Business

There was no new business.

13. Adjournment

The meeting adjourned at 6:28 p.m.

Minutes respectfully submitted by,

Stephanie Kappel
Assistant to the President

Minutes approved by,

Christin Byrum
Board of Governors Secretary