

**OFFICIAL MINUTES**  
**BOARD OF GOVERNORS MEETING**  
**WEST VIRGINIA NORTHERN COMMUNITY COLLEGE**  
**Thursday, February 23, 2012 – 5:00 p.m.**  
**B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, February 23, 2012 in the B&O Board Room on the Wheeling campus.

**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: Brann Altmeyer, Rita Berry, Christin Byrum, John Clarke, Joe Craycraft, Dr. Darrell Cummings, Kathi Ferrebee, Lucy Kefauver and Gus Monezis. Phone: Mary K. DeGarmo. Absent: Fred Renzella. Guests included: Dr. Martin Olshinsky, President; Emily Fisher, Executive to the President for Development; Mike Koon, Weirton Campus Dean/Vice President of Workforce Development; Steve Lippiello, Chief Financial Officer/Vice President of Administrative Services; and Dr. Vicki Riley, Vice President, Academic Affairs. Others: David Hanes, Information Technology Director.

**3. Approval of Minutes (January 26, 2012)**

**Dr. Cummings made a motion to approve the minutes of the meeting of January 26, 2012 as presented. Ms. Berry seconded the motion. Motion carried.**

**4. Board Chair Report**

• **Hearings and Petitions**

There were no hearings or petitions.

**5. President's Report**

**A. Enrollment Analysis 2011**

The Board received a copy of the Enrollment Analysis 2011 report as prepared by the Community and Technical College System of West Virginia. Dr. Olshinsky reviewed the report with the Board.

A presentation relative to requests for tuition increases will be presented to the Board at the March meeting. Information relative to tuition increases will be emailed to the Board prior to the next meeting date.

## **B. Highlights of the President's Activities for the Month of February**

Some of the highlights of the president's activities for the month of February are listed below.

- Presented at the Hancock County School Board on the Middle College initiative for their district. The Benedum Foundation funded the startup costs and the program will begin in January 2013.
- Talked with representatives from the Independent Oil and Gas Association about the College's role in the field and what is offered through Pierpont and Northern. An article was distributed on drilling classes held at the New Martinsville campus. Another class is planned for the New Martinsville campus at the end of March.
- Received recognition from the City of Wheeling for the College's investment and commitment to the community.

## **C. Other**

Copies of the first floor plan of the Applied Technology Building were distributed. Dr. Olshinsky reviewed the plan with Board members. Information on the cost of the Applied Technology Building will be emailed to Board members prior to the next meeting. Information on the cost of adding the diesel lab will be sent to the Board when it is available.

## **6. Administrative Staff Reports**

### **A. CFO and VP of Administrative Services ..... Steve Lippiello**

- **FY 2013 Budget**

A PowerPoint presentation was given by Mr. Lippiello on where the College stands relative to the FY 2013 budget development. Information on tuition projections showing various scenarios was given to the Board. Currently, the largest part of the budget, personnel costs, is unknown. Personnel requests will be finalized in late February or early March.

Ms. DeGarmo requested the next Board packet include tuition comparisons between WVNCC and area community colleges as well as a breakdown of course fees.

Budget recommendations and proposals will be presented at the next Board meeting. The budget must be submitted to the state by May 1, but the Board

will need to vote on it in March.

- **Second Quarter Financial Results**

Mr. Lippiello reviewed the second quarter financial results for the period of December 31, 2010 – December 31, 2011. He reported the College may receive assistance from the state relative to post-employment benefit funding.

**B. Exec. To the President for Development..... Emily Fisher, CFRE**

- **Institutional Advancement Report**

Ms. Fisher gave a presentation from the office of Institutional Advancement/Foundation relative to reports and comparisons for the years 2008/2009 through 2010-2011.

Capital campaigns are being held for the Weirton and Wheeling campuses. Assistance in soliciting for the campaigns is welcome.

An announcement will be made relative to the Crowder Legacy Society. Dr. Daniel Crowder, founding president of West Virginia Northern Community College, has listed the College in his will.

Ms. Fisher reminded the Board of the advantage of seeking NIP credits and stated she is willing to talk with any community group interested in learning how to apply for NIP credits. (Applying for NIP credits means that for every \$500 donated, at least half the amount can be used as a state of West Virginia tax credit by the donor.)

Northern's 80,000 alumni will be contacted relative to donations via email blasts.

**C. Vice President Student Services..... Janet Fike**

- **Spring 2012 Enrollment Census Report**

Dr. Olshinsky gave the 2012 Spring Census Comparison report in the absence of Ms. Fike.

**D. Vice President of Academic Affairs ..... Dr. Vicki Riley**

**• Academic Program Changes**

Dr. Riley presented a recommendation to the Board relative to 2011-2012 academic program changes. The College completed a curriculum review and proposed addition and deletion of specified certificate and associate degree programs. The following program deletions were recommended: Surgical Technology, Healthcare, CIT Programming, CIT Technology-Web, CIT Networking, CIT System Development Database and Hospitality. Two programs additions were recommended as follows: Healthcare CNA, CAS and Healthcare, CAS. **Mr. Monezis made a motion to accept the academic program changes for 2011-2012 as presented. Mr. Clarke seconded the motion. Motion carried.**

**7. Old Business**

**• Resolution – Bill Haught**

Mr. Craycraft read a resolution for former Board member Bill Haught for his service on the Board. **Dr. Cummings made a motion the Board approve the resolution for Bill Haught for his service on the Board as presented. Mr. Clarke seconded the motion. Motion carried.**

**8. New Business**

**• Board of Governors Meeting Time**

The Board was asked if they wanted to continue to hold meetings on the fourth Thursday of the month at 5 p.m. or if they would prefer meetings to be scheduled in the morning or at lunch time. **Mr. Monezis made a motion Board meetings continue to be held on the fourth Thursday of the month at 5 p.m. Dr. Cummings seconded the motion. Motion carried.**

**9. Executive Session**

**Mr. Clarke made a motion to enter into Executive Session to discuss**

**presidential compensation. Ms. Berry seconded the motion. Motion carried.**

**Mr. Clarke made a motion to approve the proposed financial terms of Dr. Olshinsky's contract as follows: (1) percentage increase will be the same as the other administrators, (2) total base salary will be determined once Board of Governors approves administrative increases, (3) increase health benefit stipend from \$5,000 to \$7,000 to adjust for six years of no increase. Mr. Monezis seconded the motion. Motion carried.**

**Mr. Clarke made a motion the Board come out of Executive Session at 6:45 p.m. Mr. Monezis seconded the motion. Motion carried.**

#### 10. Adjournment/Next Meeting

**Mr. Clarke made a motion to adjourn the meeting at 6:45 p.m. Mr. Monezis seconded the motion. Motion carried.**

The next Board meeting is scheduled for Thursday, March 22, 2012 at 5 p.m. 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

Gus Monezis  
Board of Governors Secretary