

**OFFICIAL MINUTES  
BOARD OF GOVERNORS MEETING  
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE  
Tuesday, October 29, 2013 -- 5:00 p.m. -- B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Tuesday, October 29, 2013 in the B&O Board Room on the Wheeling Campus.

**1. Call to Order**

Mr. Altmeyer convened the meeting at 5:13 p.m. in the absence of Dr. Cummings.

**2. Roll Call**

Members in attendance were: Brann Altmeyer; Christin Byrum; John Clarke; Bob Contraguero; Margaret DeCola, interim classified staff representative to the Board of Governors; Melissa Jones; Gus Monezis; and Toni Shute. Excused: Dr. Darrell Cummings, Frank DeCaria, Mary K. DeGarmo and Fred Renzella. Dr. Olshinsky introduced Toni Shute, new lay member on the Board of Governors.

Guests included: Dr. Martin Olshinsky, President; Bob DeFrancis, Dean, Community Relations; 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: Brian Trischler and Lou Costanzo of Costanzo & Associates.

**3. Approval of Minutes (September 26, 2013)**

Mr. Clarke made a motion the Board approve the minutes of the meeting of September 26, 2013 as presented. Mr. Altmeyer seconded the motion. Motion carried.

**4. Auditor's Report**

Board members received a copy of the WVNCC Report on Audit of Financial Statements for the years ended June 30, 2013 and 2012 prepared by Costanzo and Associates. Brian Trischler, auditor, reviewed the report with the Board. There were no comments listed in the letter from Costanzo & Associates for the current year. However, a summary of prior year's comments indicated corrective measures were taken on the prior year's audit recommendation regarding communication between grant procurement and expenditure reporting needing to be improved. Mr. Trischler stated that, in the current year, communication between procurement and reporting was improved to expedite the grant expenditure and reporting process. The business office now periodically meets with each grant administrator to review the status of each grant and a procedure has been put into place and implemented to strengthen this area of reporting.

WVNCC received a good financial rating by the auditors with no significant control weaknesses in the audit. Board members had no questions relative to the audit report.

Mr. Clarke made a motion to approve and accept the auditor's report and financial statement as presented to the Board. Mr. Monezis seconded the motion. Motion carried.

**5. President's Report**

**A. Graduation Report**

A graduation report was distributed relative to the progress of each community college in the WV Community and Technical College System as well as for the system as a whole. Dr. Olshinsky reviewed the report with the Board.

**B. Federal Grant**

Dr. Olshinsky reported on the \$25 million grant to be divided between the community colleges in West Virginia. Northern's share of the funding will be used for personnel in Mechatronics, Energy and IT areas.

**C. Some Highlights of the President's Activities for the Month of October**

- WVNCC hosted the WV Grantmakers Association.
- Dr. Olshinsky participated in the College's Recognition Luncheon honoring employees that received degrees, certificates, years of service and retirees.
- Representatives from Touchstone Corporation met with Dr. Olshinsky to discuss meeting their staffing needs in Mechatronics and robotics. They volunteered to have internships.

**6. Administrative Reports**

**A. Vice President, Student Services ..... Janet Fike**

• **Enrollment Report**

Mrs. Fike explained the target enrollment for head count and FTE for each campus as of October 25.

• **Financial Aid Yearly Comparisons**

A Financial Aid Comparisons chart covering the past four years was distributed to the Board. Ms. Fike reported money recovered from default loans has increased over the past year and the Promise Scholarship is going up. To assist in controlling default rates, the College has contracted with an outside agency. The agency will provide the College with a report after additional information is gathered.

**B. Vice President, Workforce Development/Weirton Campus Dean.....Mike Koon**

• **DOL Grant**

Mr. Koon reported WVNCC will receive nearly \$1.8 million in federal funds from a \$25 million grant from the Department of Labor of which \$1.5 million will be used for personnel. Projects funded from this money will be implemented during a three-year period. The funds will also assist the College with expenses for travel, classroom/laboratory equipment, supplies and other costs for new programs (e.g. Mechatronics Program and Petroleum Technology). Focus of the grant is in the areas of Mechatronics, Energy, Information Technology and Construction Trades.

**C. Vice President, Academic Affairs ..... Dr. Vicki Riley**

• **Online Degree Program Implementation**

Dr. Riley reported the College received approval from the Higher Learning Commission at its visit in March 2013 to offer existing and future degrees and

certificates via online delivery. Implementation of the programs will be according to the needs of the community. The College has begun the process by planning to offer five online programs (3 associate degrees and two certificates). A committee is developing online processes.

- **WVCCA Conference Presentations**

Dr. Riley reported on the WVCCA 2013 Annual Conference she attended. WVNCC received three of the four state awards that were presented.

## 7. Old Business

A possible budget reduction of 7.5% might be requested in July 2014. Dr. Olshinsky reported there is also a possibility the College could incur a mid-year budget adjustment.

## 8. New Business

The Board of Governors Association for West Virginia is moving toward institutions charging for every credit taken by students. Currently, students taking 12-15 credit hours receive free credit. Dr. Olshinsky reported, come November, various Boards will be asked for a resolution to charge students for all credits taken. Once wording is received for the resolution, an emergency meeting of the Board will be scheduled to obtain approval of the resolution and/or to address any concerns the Board may have in opposition of charging for credits.

## 9. Executive Session

Mr. Monezis made a motion the Board enter into executive session at 6:07 p.m. to discuss real estate. Mr. Clarke seconded the motion. Motion carried.

Mr. Clarke made a motion the Board come out of executive session at 6:18 p.m. Mr. Monezis seconded the motion. Motion carried. No action was taken after executive session.

## 10. Adjournment

The meeting adjourned at 6:18 p.m. on a motion by Mr. Altmeyer. Mr. Monezis seconded the motion. Motion carried.

Minutes respectfully submitted by,

Minutes approved by,

Linda K. Dudash  
Executive Secretary to the President

Christin Byrum  
Board of Governors Secretary