

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

**Monday, October 19, 2009 -- 5:00 P.M.
B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Monday, October 19, 2009 in the B&O Board Room.

1. Call to Order

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

2. Roll Call

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

Other guests included: Dr. Martin Olshinsky, President; Robert DeFrancis, Dean, Community Relations; Mike Koon, Vice President Economic and Workforce Development; Steve Lippiello, CFO/Vice President of Administrative Services; Sue Pelley, Dean, Information Technology; Dr. Vicki Riley, Dean, Academic Affairs; and Steve Woodburn, Dean, Wheeling Campus. Guest: Brian Trischler, Auditor, Costanzo and Associates.

3. Approval of Minutes (September 24, 2009)

Mr. Wycherley made a motion to accept the minutes of the September 24, 2009 Board meeting as presented. Ms. Berry seconded the motion. Motion carried.

4. Board Chair Report

• **Hearings and Petitions**

There were no hearings or petitions.

5. Auditor's Report

Brian Trischler, Auditor for Costanzo and Associates, PLLC, reported on the College's audit of financial statements for the years ended June 30, 2009 and 2008. Board members received a copy of the audit report in their agenda packet.

Mr. Trischler reported Costanzo and Associates issued an unqualified report relative to the College's financial statement, the highest report possible on a financial statement.

Two letters were issued to the Board of Governors. The first was a conclusion summarizing the audit and listing audit findings with the last page showing an adjustment for unrecorded items invoiced during FY 2009. A second letter issued to the Board of Governors was a management comment letter with an attached summary of prior year comments. There were corrective actions on all of the prior year audit recommendations and the College has taken appropriate corrective measures. Observations made by the auditing team regarding these areas included the following: (1) federal cash management procedures must be followed, (2) payroll internal control can be strengthened, and (3) current year comments (e.g. establish written document on retention and destruction procedures, establish a formal

procedure for acknowledgment letters, and Web Time Off reports need to be regularly updated and maintained).

Ms. Boyd made a motion to accept the audit report as presented. Ms. Postle seconded the motion. Motion carried.

Mr. Trischler reported a separate financial report is conducted for the WVNCC Foundation. The Foundation audit was also unqualified.

6. President's Report

A. Increments Revisited

President Olshinsky talked with the Board about salary increases for WVNCC employees. Due to benefit cost increases to employees and the financial stability of the College, pay increments, as presented to the Board in May 2009, were again presented by the President for approval by the Board. Increases proposed by the President were as follows: (1) faculty will get increases to stay on the scale using years at rank as the criteria. Merit raises will also be issued, (2) classified staff with 15 years or more service will receive a 2% increase (those below 15 years service on the Mercer scale have been moved up one step on the scale), (3) administrators over \$60,000 (with the exception of the President) will receive a flat \$500 increment. The President will not receive a salary increase at this time.

Dr. Cummings made a motion that the scale presented to the Board in May 2009 be honored with Dr. Olshinsky's recommendation that he not receive a salary increase at this time. Mr. Freeland seconded the motion. Motion carried.

Dr. Cummings made a second motion that individuals that were not included in the scale—administrators—also get a \$500 increase across-the-board no matter what their salary. This motion excludes a salary increase for Dr. Olshinsky. Ms. Harman seconded the motion. Motion carried.

B. Board Member Training Requirements

Board members received a copy of a memo from Chancellor Skidmore listing guidelines for training and development opportunities for members of institutional governing boards under West Virginia Council's jurisdiction. An option was offered in the memo that would permit College's to conduct their own training. Dr. Olshinsky will investigate joint training with other institutions or on-line training.

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

Some of the highlights of the President's activities for the month of October are as follows:

- Met with Mary McKinley to discuss her appointment to the Community and Technical College Commission. Ms. McKinley will represent the Northern Panhandle on the Commission. Dr. Olshinsky briefed Ms. McKinley on the

issues for the State System and the need to support the concept of equity.

- Participated in a Statewide Strategies for Workforce Conference and how community colleges can work together to service industry sectors.
- Appeared on WTOV-9 to present a segment on Northern Middle College relating the concept and the benefits for young adults.

7. Administrative Staff Reports

A. CFO and Vice-President of Administrative Services (Steve Lippiello)

- **Auditors Report**

The Auditor's Report was given by Brian Trischler of Costanzo and Associates, PLLC. Mr. Lippiello had no additional report for the Board.

B. Dean, Enrollments Management (Steve Woodburn for Janet Fike)

- **Census Enrollment Report**

Mr. Woodburn presented the enrollment report in the absence of Ms. Fike. He reported the College is up by 13% in FTE with an increase in headcount of 9.31%.

C. Dean, Community Relations (Bob DeFrancis)

- **Grants**

Mr. DeFrancis reported the College received a grant for a pediatric simulator, which was a gift from the Health Plan. Marian Grubor, Culinary Arts Professor, received nearly \$4,000 worth of china from Homer Laughlin.

Mr. DeFrancis reported the College is working on an endowed scholarship that is between \$50,000 and \$100,000.

- **Spring Schedule**

The spring schedule will be available on October 26.

- **Academic Affairs Web Page**

Updates to the WVNCC web page include a link to local weather, Google search, some audio on the New Martinsville site and updates to the Academic Affairs page.

D. Dean, Wheeling Campus (Steve Woodburn)

- **Wheeling Friends of the College Dinner**

Mr. Woodburn reported the Wheeling Friends of the College dinner made over \$18,400, exceeding last year's amount. This money will be used for scholarships.

- **BB&T Bus**

Mr. Woodburn reported BB&T has a bus/RV that is used for community outreach. The bus will be at each of the College's campuses on November 17, 18 and 19. It has not yet been determined the date on which the bus will visit each campus. There are 11 computer stations on the bus which will be used to run credit reports, assist with property searches, enroll students and assist students with completion of FAFSA forms.

- **H1N1**

Mr. Woodburn reported the Wheeling Campus is working with the Health Department to be an immunization center when the H1N1 vaccine becomes available. However, Ms. Berry reported the Health Department informed her they could not vaccinate students. Mr. Woodburn will look into this matter.

Several administrators attended an H1N1 conference and learned what steps to take to prepare for an outbreak of the virus relative to both the academic side of the College and a contingency plan to use in the instruction of students if they are not at school or if the College needs to close.

E. Dean, Institutional Technology (Sue Pelley)

- **StratusWave Update**

Ms. Pelley reported the IT department has worked at uncovering most of the problems with StratusWave and has resolved internal problems that were previously uncovered. Routing issues have been removed from StratusWave and, as a concession, they are increasing bandwidth to see if some of the issues can be resolved. In addition, StratusWave is giving the College a \$500 credit to bring in people from Orrick. Within the next 30 days, the College will determine if it will continue working with StratusWave.

F. Vice President, Economic and Workforce Development

- **Green Grant**

Mr. Koon reported West Virginia Northern received a two-year grant from the Community College System of West Virginia with Pierpont Community and Technical College to do training in energy efficiency. This grant will be used to conduct training which will be done in partnership with various other entities.

- **Building Progress**

Building progress relative to the Straub building and the technical enhancement project in Weirton in conjunction with bond funding has been held up. One architect has been hired by the State to prepare a program plan for each project. Governor Manchin informed the College he will allow the release of bond money for the projects if the sale nets \$80 million. If bonds are issued and the College obtains the Straub property, the College will be able to move forward on the projects. Dr. Olshinsky reported Ohio County now owns the Straub property. He and Mr. Lippiello will meet with Ohio County Commissioner Greg Stewart to discuss purchasing the property.

8. Old Business

- **Red Flag Rule on Second Reading**

The Red Flag Rule was presented to the Board on second reading with suggestions made by Mr. Wycherley at the Board meeting on September 24, 2009 incorporated into the Red Flag Rule. Changes are as follows: In the third sentence, delete the word *rule* and insert *Higher Education Opportunity Act and all current Federal regulations*; in the last sentence, insert *to students and affiliates* after "The College will provide notice."

After review of the Red Flag Rule on second reading, a suggestion was made to insert *and/or compromised* after the word "negative" in the last sentence.

Dr. Cummings made a motion the Board accept the Red Flag Rule on second reading with the necessary changes as mentioned above. Ms. Boyd seconded the motion. Motion carried.

9. New Business

Mr. DeFrancis invited the Board to the New Martinsville Friends of the College Steak Fry which is scheduled for Thursday, November 12 at 6 p.m. at the United Methodist Church. Tickets are \$25 each. Main speaker for the event is Dr. Olshinsky. A scholarship recipient will also speak at the event.

The New Martinsville Campus was offered as an inoculation center for H1N1.

10. Executive Session

- **Real Estate Information**

At 6:45 p.m. Ms. Postle made a motion the Board go into executive session to discuss real estate information. Ms. Harman seconded the motion. Motion carried.

11. Adjournment/Next Meeting

The meeting adjourned at 7:30 p.m. There will be no Board meeting in November. If necessary, a brief Board meeting will be held on Tuesday, December 8 at 11:30 a.m. in the B&O Board Room prior to the Yuletide luncheon.

Minutes respectfully submitted by,

Minutes approved by,

Linda K. Dudash
Executive Secretary to the President

Anne Dieckmann-Harman
Board of Governors Secretary