

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, August 26, 2010 – 5:00 p.m.
B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, August 26, 2010 in the B&O Board Room on the Wheeling Campus.

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, Joseph Craycraft, Mary K. DeGarmo, Anne Dieckmann Harman, Deborah Keener, Gus Monezis, and Zac Wycherley. Excused: Conner Boyd, Bill Haught and Fred Renzella. By Phone: Dr. Darrell Cummings.

Guests included: Dr. Martin Olshinsky, President; Bob DeFrancis, Dean, Community Relations; Janet Fike, Dean, Enrollments Management; Emily Fisher, Executive to the President for Development; Mike Koon, Vice President of Economic and Workforce Development; Steve Lippiello, Chief Financial Officer/Vice President of Administrative Services; Dr. Vicki Riley, Vice President Academic Affairs; and Steve Woodburn, Dean, Wheeling Campus. Others: David Hanes, Director of Institutional Technologies and Jared Tice, Student Activities Coordinator.

3. Approval of Minutes – Meeting of May 27, 2010

Mr. Wycherley suggested the typo in the second bullet in Item D on page two “gates” be corrected to “Gates.” Mr. Clarke made a motion to accept the minutes of May 27, 2010 with the suggested change. Mr. Wycherley seconded the motion. Motion carried.

4. Board Chair Report

• **Hearings and Petitions**

There were no hearings or petitions.

5. President’s Report

A. Rescind Resignation of Mary K. DeGarmo

Ms. DeGarmo previously submitted her resignation from the Board, effective June 30, 2010, since she resigned as superintendent of the Brooke county school system as of that date. Having a county superintendent on the Board of Governors, however, is no longer a requirement; therefore, the Board rescinded the resignation of Mary K. DeGarmo. Ms. DeGarmo will continue as a lay member on the Board.

B. Election of Officers

The Board conducted its annual election for Board Chair. Per West Virginia Code, Board chairs are permitted to serve four consecutive one-year terms. **Mr. Monezis made a motion that Mr. Craycraft continue as chair of the Board of Governors for a third term. Mr. Wycherley seconded the motion. Motion carried.**

C. Fundraising Rule – 3rd Reading

The Fundraising Rule was presented to the Board on its third reading. The Rule requires all organizations and affiliations to request permission from the College president and notify Institutional Advancement before any fundraising activities are initiated. Funds raised through authorized activities must be deposited with the WVNCC Foundation or in a designated College account. **Ms. Harman made a motion that the Board accept the Fundraising Rule on its 3rd reading. Mr. Clarke seconded the motion. Motion carried.**

D. One-time Salary Enhancements

In a letter dated August 9, 2010 to the Community and Technical College Advisory Committee (copies distributed in Board agenda booklet), Chancellor Skidmore reported it has been determined that institutions may provide one-time salary enhancements that will not become a part of the recipient's continuing base salary. The amount of any salary enhancement shall be provided over the remaining pay periods in the current fiscal year. Increases to employees at colleges providing the one-time salary enhancement will go into effect on October 1.

Classified staff funded on the Mercer scale (up to 15 years of service) received raises for the 2010-2011 fiscal year, and faculty who received promotions received a 10% salary increase for the current fiscal year. At the October 19, 2009 Board meeting, the Board approved a salary increase for those who did not receive an increase at the beginning of fiscal year 2010-2011. The increase approved by the Board at that meeting included a 2% raise for those off the Mercer scale, a 2% increase for administration with salaries up to \$60,000, and those over \$60,000 would receive a \$500 across-the-board increase. Faculty that have not received merit raises for the past two years will receive their merit raises, and classified staff with 15+ years of service will receive a one-time salary enhancement.

Dr. Olshinsky suggested the Board consider a 4% increase for classified staff with 15+ years of service. Scenarios for a 3% and 4% increase were presented to the Board for non-classified (administrative) employees. All salary enhancements would be active only until June 30, 2011, at which time the increases would be rescinded.

Dr. Cummings suggested a sign-off sheet be included in letters to personnel receiving salary enhancements to indicate they understand the increases will be rescinded on June 30, 2011.

Mr. Clarke made a motion the Board approve a one-time 4% salary enhancement for classified and non-classified staff that did not receive a salary increase in the previous year. Mr. Monezis seconded the motion.

The enhancement money will be divided evenly between October 1, 2010 and June 30, 2011. Included in the motion is the increase, as presented, for faculty (2 steps on the 2009 scale, redlined faculty \$500 each, FY 2010 Merit, FY 2011 Merit). A sign-off sheet will be included with salary-enhancement letters to employees, and the increase will be distributed through the remainder of the fiscal year. **Mr. Clarke made a motion to approve the one-time salary enhancement as listed above. Ms. Harman seconded the motion. Motion carried.**

E. Resolution – J.W. Freeland

Dr. Olshinsky read the resolution presented to the Board for J.W. Freeland. **Mr. Clarke made a motion the Board accept the resolution as presented. Ms. Berry seconded the motion. Motion carried.**

F. Bookstore Rule

Dr. Olshinsky reported the statute passed regarding bookstores. Barnes & Noble, the College's bookstore, received a contract for five years.

G. Board of Governors Training

Dr. Olshinsky reported Chancellor Skidmore has agreed to give a presentation that will meet three to six hours credit time for Board training. Governor's Forum: Postsecondary Credential Attainment by Adult Workers will be held on September 28, 2010 at the Charleston Town Center Marriott. Board members interested in attending the training are to contact Linda Dudash. A second Governor's Forum will be held October 27-28. Details for the October forum are not yet available.

H. Highlights of President's Activities for the Months of June, July and August

Some of the activities reported on by President Olshinsky for June, July and August are as follows:

- Met with community and technical college presidents to review the proposed master plan for 2010-2015
- Met with Robin Capehart, Chancellor Skidmore, and other West Liberty University leaders about streamlining the transfer process
- Met with Greg Stewart and arranged meeting with Board members on the Straub properties

6. Administrative Staff Reports

A. CFO and Vice President of Administrative Services – Steve Lippiello

- **Update on 2010 Audit**

Draft financial information on the FY 2010 audit will be available the first week of September. The audit will be complete on October 11. Auditors will present to the Board at the October meeting.

B. Dean, Enrollments Management – Janet Fike

- **Summer and Fall Enrollment Reports**

Ms. Fike reported on summer and fall enrollment comparisons distributed to the Board. Northern has already exceeded its ten-year high count by enrolling 3,000 students for fall semester.

C. Dean, Community Relations – Bob DeFrancis

- **News Highlights**

Mr. DeFrancis reported on the following news articles: (1) Free Computer Training is Offered, (2) WVNCC Gains Accreditation for Medical Assisting, (3) WVNCC Program Goes Green, (4) WVNCC Tops Military Mail Call, (5) WVNCC Breaks Record with Summer Enrollment, and (6) WVNCC Tries a “Middle” Road.

Mr. DeFrancis reported on the news conference held today between the College and Centre Town Fitness to confirm their partnership.

Ms. Berry referred to the article in the publication of *The Community and Technical Colleges of West Virginia* titled “WVNCC Graduates More Nurses and Offers a New Program to Care for West Virginia.”

D. Executive to the President for Development – Emily Fisher

- **Audit, Golf Scramble, Schenk Trust Grant, and Title III Grant**

- * The Foundation audit is taking place.
- * Proceeds from WVNCC’s Inaugural Golf Scramble amounted to \$22,578.
- * The College received a grant from the Schenk Trust.
- * The Title III Grant was filed in July.
- * The Middle College program received \$100,000 from the Benedum Foundation.
- * The Foundation Board put in place a grant application process and approved the following two applications: (1) \$10,000 to the Culinary Arts Grant Initiative, and (2) \$1,000 for hearing adaptive equipment.

E. Vice President, Economic and Workforce Development – Mike Koon

- **Workforce Update**

Copies of a report on the Workforce Development Enrollment Report, 2000-2010 including employers served during 2009-2010 were distributed.

Mr. Koon reported the College has been part of the following two grants and will be conducting training in conjunction with the grants: (1) Marcellus Shale and (2) Green Jobs Centered on Energy Efficiency.

- **Higher Learning Commission Update**

Mr. Koon gave an update on the College's status relative to the accreditation process. The next HLC visit will be in 2012-2013. A college-wide meeting relative to the accreditation visit will be held on September 17 to assure every employee in the College is part of the process of the HLC visit. The Board of Governors will be scheduled to meet with the Higher Learning Commission team during the accreditation visit.

F. Dean, Wheeling Campus – Steve Woodburn

- **Scholarship Dinner**

Wheeling Friends of the College will hold its annual dinner on September 25 in the Education Center on the Wheeling Campus. Waneta Acker, member of the Friends Board, will be honored at the Caribbean-themed event.

G. Vice-President, Academic Affairs – Dr. Vicki Riley

- **HIT Grant**

Dr. Riley reported WVNCC is the recipient of an HIT grant. Northern is the only College in West Virginia to receive this grant.

- **RAD Tech**

Wheeling Hospital is phasing out their Radiological Technology Program, and has agreed to transfer the program to the College. Northern anticipates taking over the program in summer 2011 with the first classes beginning in fall 2011. An additional 14 sites will be working with the College on the program.

7. Old Business

There was no old business.

8. New Business

- **Presidential Compensation Recommendation**

Item was discussed in Executive Session.

9. Executive Session

Ms. Harman made a motion the Board enter into executive session at 6:25 p.m. to discuss property updates and presidential compensation recommendation. Mr. Clarke seconded the motion. Motion carried.

Ms. Harman reported on the action taken relative to the presidential compensation recommendation. Ms. Harman moved the Board of Governors approve a 4% one-time presidential salary enhancement for 2010. Dr. Cummings seconded the motion. Motion carried.

Ms. DeGarmo made a motion the Board come out of executive session at 6:50 p.m. Ms. Berry seconded the motion. Motion carried.

10. Adjournment/Next Meeting

Ms. Berry made a motion to adjourn the meeting at 6:50 p.m. Mr. Clarke seconded the motion. Motion carried. The next Board meeting is scheduled for Thursday, September 23, 2010 at 5 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