

**OFFICIAL MINUTES**  
**BOARD OF GOVERNORS MEETING**  
**WEST VIRGINIA NORTHERN COMMUNITY COLLEGE**  
**Thursday, April 26, 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, April 26, 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, Mary K. DeGarmo, Kathi Ferrebee, Lucy Kefauver, Gus Monezis and Fred Renzella. Guests included: Dr. Martin Olshinsky, President; Bob DeFrancis, Dean, Community Relations; Janet Fike, Vice President of Student Services; Emily Fisher, CFRE, 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 of Academic Affairs. Others: Tami Becker, Counselor I; Hilary Curto, Graphic Arts Designer; David Hanes, Information Technology Director; Shannon Payton, Director Student Activities; Nathan Schmidt, Student Senator and Ida Williams, Student Activities Program Coordinator.

**3. Student Presentation**

Shannon Payton, Director of Student Activities, introduced individuals attending the meeting from student activities. Ms. Payton gave the annual student activities presentation to the Board.

For the sixth straight year, Northern has been named to the President's Higher Education Community Service Honor Roll. WVNCC is one of only two institutions of higher education in West Virginia to be named to the list each year since the program began in 2006.

Nathan Schmidt, current student senator, will be the new student representative to the Board of Governors beginning next term.

Ms. Payton reported a Riverboat Cruise is scheduled for Saturday, May 12 to celebrate the end of the academic year (6-9 p.m. at Heritage Port). Tickets are \$25 per person and may be purchased from the Office of Student Activities on the Wheeling campus. On the Weirton and New Martinsville campuses, tickets can be purchased at the Student Service Center.

#### **4. Approval of Minutes (March 22, 2012)**

**Mr. Renzella made a motion to approve the minutes of the meeting of March 22, 2012 as presented. Ms. Ferree seconded the motion. Motion carried.**

#### **5. Board Chair Report**

- **Hearings and Petitions**

There were no hearings or petitions.

#### **6. President's Report**

##### **A. Student Loans**

A letter was drafted on behalf of the Board of Governors regarding increases in student paybacks on loans. Increases in student loans will go from 3.4% to 6.8% during FY 2012.

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

Some of the highlights of the president's activities for the month of April are as follows:

- Met with Belmont College to discuss a partnership with them in the gas and oil industry. Discussed sharing costs.
- Participated in Weirton ribbon cutting ceremony for the new addition on April 9
- Participated in one of the largest PTK inductions (61 members from WVNCC)
- Met with northern panhandle educators to discuss SB436, which requires community colleges to work with vo-tech schools
- Met with Senator Rockefeller about preparing West Virginians for jobs in the emerging gas industry

#### **7. Administrative Staff Reports**

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

- **Bid Results – Applied Technology Center**

Bid results for the Applied Technology Center were distributed. The bid was awarded to DeSalvo Construction at a base bid of \$3.88 million. A pre-

construction meeting is scheduled with DeSalvo Construction on May 4 to set up a timeframe on the Applied Technology Center and to discuss efficiencies that can be derived from the contract. Anticipated opening of the Applied Technology Center is January/February 2013.

- **Student Activities Center Update**

Mr. Lippiello will talk with Rich Donovan, representative from the Higher Education Policy Commission, after May 4 regarding finalizing documentation for the Student Activities Center. DeSalvo construction has expressed interest in entering a bid for construction on the building. It is anticipated work on the building will commence in June.

**B. Executive Director to the President for Development..... Emily Fisher/CFRE**

- **Annual Reports**

Board members received a copy of the 2011 Annual Report from the College and the Foundation on outside funding sources. Board members were asked to submit names to Ms. Fisher ([efisher@wvnc.edu](mailto:efisher@wvnc.edu)) of outside businesses they would like to see receive the annual report.

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

- **Upcoming Career Fairs**

Ms. Fike reported the office of career services at Northern has been revitalized to a recruiter role. Information provided to the Board on career services included: on-campus recruiting opportunities, events, businesses participating in college career fairs, those participating in the Wheeling summer job fair and types of workshops held on each campus. Weirton campus will conduct a Career and Internship Fair on May 3 from 2-6 p.m.

- **Gainful Employment**

Regarding gainful employment, Ms. Fike reported the College is getting ready for the first release on graduates-- jobs they are getting in their field, how they are repaying loans, etc.

**D. Dean, Community Relations .....Bob DeFrancis**

- **Commencement**

Commencement is scheduled for Friday, May 11 at 7 p.m. in the WesBanco Arena. Brann Altmeyer and Christin Byrum will share the honor of conferring degrees at the ceremony.

- **Recognition – Paragon Award**

West Virginia Northern was the recipient of the Paragon Award for its Web site redesign. The gold award was presented at the NCMPR (National Council for Marketing and Public Relations) conference held in San Francisco. Mr. DeFrancis, Hilary Curto and David Hanes attended the March conference. Ms. Curto reported on the experience of receiving the national recognition ...for the College's Web site redesign. Mr. DeFrancis commended Ms. Curto and Mr. Hanes for their work on the Web redesign. TSG assisted the College in posting the information on the Web.

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

- **Accreditation Visit Update**

Mr. Koon gave an update on the accreditation process through a PowerPoint presentation. He reported the HLC visit scheduled for March 3-6, 2013 is a regular comprehensive visit. The Board will receive a copy of the report that will go to the Higher Learning Commission prior to the final report being sent to the HLC.

Mr. Koon informed the Board of its expectations relative to its involvement in the accreditation process. A session will be scheduled in January 2013 between College administration and the Board to review key elements of the process. Details for the HLC visit will be available in early January.

**8. Old Business**

**A. Tobacco-Free Campus (2nd Reading)**

The Tobacco-Free Campus Rule was presented to the Board for second reading. **Mr. Monezis made a motion the Board approve the Tobacco-Free Campus Rule as presented on second reading. Mr. Altmeyer seconded the motion. Motion carried.**

**B. WVNCC Dress Code Procedure and Public Access Administrative Procedure**

A response from Dr. Olshinsky to the chair of the faculty assembly addressing concerns of faculty relative to the WVNCC Dress Code Procedure and Public Access Administrative Procedure was distributed. Dr. Olshinsky also met with faculty on the issues mentioned.

## 9. New Business

There was no new business.

## 10. Adjournment/Next Meeting

**Mr. Monezis made a motion to adjourn the meeting at 6:05 p.m.**

The next Board meeting is scheduled for Thursday, May 24, 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  
WVNCC Board of Governors  
Secretary