

OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, August 23, 2007 – 5:00 p.m.
B&O Board Room – Room 116

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, August 23, 2007 in the B&O Board Room on the Wheeling campus.

1. Call to Order

Ms. Boyd convened the meeting at 5:10 p.m.

2. Roll Call

Roll call was taken by Linda Dudash. Members in attendance were: Conner Boyd, Joe Craycraft, Tamara Pettit Cronin, Dr. Darrell Cummings, Tom Danford, Joseph W. Freeland, Anne Dieckmann Harman, Anne Klem and Zac Wycherley.

Other guests included: Dr. Martin Olshinsky, President; Robert DeFrancis, Dean, Community Relations; Janet Fike, Dean, Enrollments Management; Mike Koon, Vice President and Dean, Economic and Workforce Development and Interim Vice President for Academic Affairs; Sue Pelley, Interim Dean, Computer Information and Communications Technology; and Steve Woodburn, Wheeling Campus Dean. Also attending the meeting was Dennis Roth, faculty member.

3. Board Chair Report

There were no hearings or petitions.

4. Approval of Minutes (May 24, 2007)

Mr. Danford suggested the following changes to the draft minutes of May 24, 2007: On page four, under item C in the first paragraph, add a comma after Sherry Becker Gorby; and on page five, the third bullet under item E should read: Ms. Fike reported that the Admissions Office is contacting new students who are not registered every week through August regarding testing and registration. Mr. Danford made a motion to accept the minutes of the May 24, 2007 meeting as amended. Ms. Harman seconded the motion. Motion carried.

5. President's Report

Dr. Olshinsky introduced Anne Klem, new student representative to the Board of Governors from the New Martinsville area.

A. Recognitions/Resolutions

Dr. Olshinsky recognized two faculty members with a Certificate of Academic Achievement. Dennis Roth was recognized for co-authoring *Understanding Macroeconomics* and Delilah Ryan (unable to attend) was recognized for her participation in the Annual Reading and Scoring Examinations in U.S. History. Resolutions were read for Charmaine Carney, Frank Gilmore and Danny Kaser

for their service on the Board of Governors. **Ms. Harman made a motion that the Board accept resolutions for the Board members as presented. Mr. Wycherley seconded the motion. Motion carried.**

B. COLAIANNI CONSTRUCTION COURT OF CLAIMS UPDATE

The Board received information in reference to the College's litigation with Colaianni Construction. Dr. Olshinsky contacted the College attorney to set a meeting with Vince Colaianni to discuss issues before going to the next level.

C. Activities for the Months of May, June, July and August

Some of Dr. Olshinsky's activities for the past few months were as follows:

- Met with Robin Capehart, President of West Liberty State College, to discuss partnering in programming and other projects
- Began discussions with Ohio University Eastern Campus President about articulation agreements.
- Traveled to Washington, D.C. to meet with Congressman Mollohan, Congresswoman Capito and her liaison, Senator Byrd's liaison and Jay Rockefeller and his assistant. The effort was the beginning of a relationship-building initiative. Congressman Mollohan has put some effort into getting dollars for WVNCC.
- Participated in Security Strategy presentation for a system to warn and give directions throughout the College. After options are reviewed, the College will plan a course of action.
- Met with Northern Panhandle legislators to discuss strategies for the interim session and the regular session. Gil White arranged a meeting with Governor Manchin for August 20.
- Conferred with Fairmont State College IT staff about on-line software issues and shared personnel. The meeting should assist in improving the College's distance learning capabilities.

D. State Appropriations per Student

A chart on state appropriations per student, showing West Virginia Northern in relation to other two-year as well as four-year colleges was included in the Board agenda booklet and reviewed by the President.

E. Community and Technical College Meeting of August 20, 2007

Dr. Olshinsky presented information to the Board relative to a meeting with Chancellor Skidmore on August 20. Items discussed at the meeting included: (1) State Appropriations Per Community and Technical College (2003-2008); (2) State Appropriation Per Student (2003-2008); (3) Peer Equity Scenario 1: \$3 Million Per Year; (4) Peer Equity Scenario 2: \$4 Million Per Year; (5) Peer

Equity Scenario 3: \$5 Million Per Year; and (6) Funding Awarded by Request for Proposal: Technical Program Development, House Bill 3009, and WV Advance (Rapid Response Workforce Development).

6. Administrative Staff Reports

A. CFO and Vice President of Administrative Services

Dr. Olshinsky gave the following report in Mr. Bandi's absence:

- **Update on Hazel-Atlas Building**

The Hazel-Atlas building was toured by Chuck Lawrence (new state official). No indication was given as to the state's interest in the property; however, Senator Oliverio was not impressed with the location. Although there is no official report, from the Senator's perception, it would seem the state has no interest in the property. However, there are several others that may be interested in the building.

- **B&O Renovation Update**

A construction budget for B&O building renovations was distributed to the Board. The Board was asked to consider taking money from reserve dollars to move forward with the project. A discussion was held on the timeline for the renovations.

A motion was made by Ms. Harman that the Board authorize College administration to move forward with bidding for the B&O building renovation project. The Board requested that the renovations occur in the least obtrusive way to the College and that the money for the project be taken from reserves in the event that funding is not available from other sources. Mr. Freeland seconded the motion. Motion carried.

B. Dean, Community Relations and Institutional Advancement

- **Foundation Board**

Mr. DeFrancis reported that a Foundation retreat was held on June 20 at the First State Capitol. Kathleen DuBois, a consultant from Charleston facilitated the meeting. Nine goals were defined for the Foundation. The Foundation is continuing to work on its new by-laws.

On September 10, the Executive Committee of the Foundation will meet to discuss separation of the Foundation and the College.

A new person has been chosen to replace Mary Ann Creamer in the Development Office. That person's name has not yet been announced.

- **Web Page Update**

Ms. Pelley presented the new College web page to the Board. The goal was to make the new web page a marketing/recruitment tool. The College intends to go live with the web page on September 10.

Mr. Wycherley suggested having an all-page directory without pictures so that access may be obtained to any area without going through many different pages.

- **Civil War Memorial Wrap-up**

Mr. DeFrancis reported that the entire Civil War Memorial project has been abandoned. A contract was signed with the sculptor of the project for a \$40,000 pay out if the project was abandoned. A letter was received by the College from the sculptor's attorney stating that the sculptor was not going to push for his money. Northern made an agreement with the sculptor in the end stages that the College would continue to pay him a portion of the end rate. This was done through the end of September. The sculptor is working on getting the project put in another location.

C. Academic Affairs Report

- **Assessment Update**

Mr. Koon reported that several new programs are on the College's schedule. Six new full-time faculty will be teaching this semester (four replacements and two new).

Assessment information will be presented to the Board at the September meeting. North Central Association will be visiting the College on November 12-13 for a focus visit.

D. Workforce Report

- **Table Gaming**

Table gaming classes began at both Mountaineer Racetrack at the Harv and also in the Hazel-Atlas building. The first round of students in Wheeling have finished the class and received certificates. Students who have completed table gaming classes are permitted to come in to the College and practice to keep their skills sharp. Trainers will supervise and give students suggestions on how to improve their skills. Another round of classes will begin after Labor Day.

E. Dean, Enrollments Management

- **Summer Enrollment**

Ms. Fike distributed a summer enrollment comparison report (Summer 1998 – Summer 2007). Marketing in WVU and WLSC newspapers proved to be positive for enrollment numbers.

F. Interim Dean, Computer Information and Communications Technology

- **IT Report**

Ms. Pelley reported that as a result of recommendations from Red Square consultants, the College has taken immediate steps to correct a number of projects which include: undertaking re-wiring in the IT Department, domain consolidation, new tape back-up systems on Wheeling and Weirton campuses, installation of LCD panels on each campus, the beginning of a data recovery plan, increased bandwidth, a new phone system on each campus, and numerous other projects.

In the second phase of the phone system integration, the College will roll out the hardware issue and conduct additional training. Emergency preparedness will be discussed by various College administrators to determine the most efficient ways in which to communicate with students in an emergency situation and how to listen in on what is happening in classrooms.

G. Wheeling Campus Dean

- **Safety**

Mr. Woodburn reported on safety measures implemented by the College in the past several years. He stated that the College now has a Safety Committee which is working on improving the College's Safety Plan. The goal is to have the new Safety Plan distributed to the college community by September 15 for review. Safety training is tentatively scheduled for the week of September 30. Plans to hold a mock drill in either October or November have been discussed. The College is looking into a First Alert System so faculty can communicate with others in the event of a crisis in the classroom.

7. Old Business

There was no old business.

8. New Business

Ms. Klem presented a proposal to the Board that through Student Activities the College would like to join the Pennsylvania Collegiate Conference. Student Activities doesn't want to use state funding but would like to raise money for the application and activities fees through fundraising for both co-ed golf and bowling. State policy reads that community colleges are not permitted to participate in intercollegiate sports. Ms. Klem asked the Board if they would be willing to give a resolution of support for the students in presenting a proposal to the Chancellor asking if they can raise money to participate in the Conference.

Mr. Danford made a motion that the Board endorse the students and support their effort to have the state statute changed in favor of permitting community colleges to participate in intercollegiate sports. Ms. Harman seconded the motion. Motion carried.

9. Adjournment/Next Meeting

The meeting adjourned at 7:05 p.m. The next Board of Governors meeting will be held on September 27, 2007 at 5:45 p.m. on the New Martinsville campus.

Minutes respectfully submitted by,

Minutes approved by,

Linda K. Dudash
Executive Secretary to the President

Anne Dieckmann-Harman
Board of Governors Secretary