

**OFFICIAL MINUTES  
BOARD OF GOVERNORS MEETING  
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE  
Thursday, February 24, 2011 – 5:00 p.m.  
B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, February 24, 2011 in the B&O Board Room on the Wheeling Campus.

**1. Call to Order**

Ms. Harman convened the meeting at 5:07 p.m. (Mr. Craycraft participated in the meeting by phone.)

**2. Roll Call**

Roll call was taken by Linda Dudash. Members in attendance were: Rita Berry, John Clarke, Anne Dieckmann Harman, Gus Monezis, and Zac Wycherley. By Phone: Conner Boyd, Dr. Darrell Cummings, Mary K. DeGarmo, Joe Craycraft, and Bill Haught. Excused: Fred Renzella and Deborah Keener.

Guests included: Dr. Martin Olshinsky, President; Bob DeFrancis, Dean, Community Relations; Emily Fisher/CFRE, Executive to the President for Development; Mike Koon, Vice President Economic and Workforce Development; Steve Lippiello, Chief Financial Officer/Vice President of Administrative Services. Other: Josh Eachus, Channel 9 News; Shelley Hanson, The Intelligencer.

**3. Approval of Minutes – Meeting of January 27, 2011**

**Mr. Clarke made a motion to accept the minutes of the meetings of January 27, 2011 as presented. Mr. Monezis seconded the motion. Motion carried.**

**4. Board Chair Report**

**• Hearings and Petitions**

There were no hearings or petitions.

**5. President's Report**

**A. Update on Weirton Project**

Victor Greco prepared the architectural drawings and moved forward with bid documents. These documents were submitted to the state. Rich Donovan, assistant director of facilities for the Higher Education Policy Commission, is holding the documents until the fire marshal determines if they are compliant. It is anticipated the College will move forward on the Weirton project in approximately two weeks.

## **B. Senate Bill 330**

Dr. Olshinsky reported on Senate Bill 330 relating to higher education personnel generally. The bill includes HR changes and classified staff provisions.

Dr. Olshinsky reported on the following President's activities for the month of February 2011:

- First Lady, Joanne Tomblin visited Northern, and the College signed an agreement to increase graduation rates. All of the community colleges in the state are pledging to increase graduation and retention efforts.
- Met with representatives from Barnes & Noble about store expansion. If the College acquires the Straub properties, Barnes & Noble indicated they have an interest in some of the space.
- Discussed seamless transfer agreements and community partnerships with the new president of Wheeling Jesuit University.

## **6. Administrative Staff Reports**

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

- **Maintenance Analysis: Straub vs. 17<sup>th</sup> Street Lot**

Mr. Lippiello gave a PowerPoint presentation on the maintenance analysis on the Straub properties vs. the 17<sup>th</sup> Street Lot. The goal of the analysis is to make sure the College spends the \$4 million bond proceeds in the most prudent ways possible—either by renovating the Straub properties or erecting a new building on the 17<sup>th</sup> Street lot owned by the College. Assumptions regarding the analysis were presented. Maintenance costs with no variations and with possible variations were noted.

With the approximate value of the Straub properties being \$1,050,000 vs. the cost to erect a new building to expand the Wheeling Campus, Mr. Lippiello indicated the most sound recommendation he could give the Board would be that it move forward with the purchase of the Straub properties. In another year, the College could move forward with another bond issue for additional projects. Those monies would be available for the building of a new structure on the 17<sup>th</sup> Street lot.

- **Second Quarter Financial Results**

Mr. Lippiello reported on the interim financial statements for the second quarter December 31, 2010 and 2009.

**B. Executive to the President for Development -- Emily Fisher, CFRE**

- **Community Foundation for the Ohio Valley, Inc.**

Ms. Fisher reported on major gifts the College recently received:

**-- The Community Foundation for the Ohio Valley, Inc.**

- \$5,000 for a Developmental Math Boot Camp
  - \$40,000 for a welding program in Wetzel County
  - \$44,000 for a math lab
- **Sands Trust** - \$1,000 for the Booze, Cruise, You'll Lose program  
-- **Main Street Bank** - \$5,000 toward their endowed scholarship  
-- **Anonymous Donor through the Herndon, Morton, Herndon & Yaeger firm** -- \$25,000 for the electronic alumni contact effort  
-- **Hawley Memorial** -- \$1,000 for scholarships  
-- **WV Development Office** -- \$3,911 for a Robert's Rules of Order training for the Foundation Board, Board of Governors and Friends groups

The Board received a Save-the-Date card relative to a training session on Robert's Rules of Order to be held on May 25 from 9:30 a.m. until 3:30 p.m. Mr. Roger Hanshaw, the individual who granted the College the money for the training, will be attending the session. In order to comply with the grant, Board members are encouraged to attend the training session. Foundation members and Friends of the College groups will also be invited to the training. Attendees will receive Parliamentary Procedures and a paperback book on Robert's Rules of Order.

Dr. Cummings commended Ms. Fisher, and those who assisted her, on the great job they've done in raising money for the College.

**C. Director, Human Resources – Dr. Olshinsky for Peggy Carmichael**

- **Rules on Second Reading**
  - **Acceptance of Advanced Placement Credits**

**Mr. Clarke made a motion that the Board approve the Acceptance of Advanced Placement Credits Rule as presented on second reading. Ms. Berry seconded the motion. Motion carried.**

-- **General Education Curriculum Rule**

Mr. Monezis made a motion that the Board approve the General Education Curriculum Rule as presented on second reading. Mr. Clarke seconded the motion. Motion carried.

-- **Nepotism Rule**

Mr. Clarke made a motion that the Board approve the Nepotism Rule as presented on second reading. Mr. Monezis seconded the motion. Motion carried.

-- **Public School Service Rule**

Ms. DeGarmo made a motion that the Board approve the Public School Service Rule as presented on second reading. Ms. Berry seconded the motion. Motion carried.

-- **Role of Adjunct Faculty and Appropriate Balance Between Full-time and Adjunct Faculty**

Ms. Harman made a motion that the Board approve the Role of Adjunct Faculty and Appropriate Balance Between Full-time and Adjunct Faculty Rule as presented on second reading. Mr. Monezis seconded the motion. Motion carried.

**D. Dean, Institutional Technologies – Sue Pelley (excused from meeting)**

- **Equipment/Usage Updates**

In the absence of Ms. Pelley, this item was tabled until the March 24, 2011 meeting.

**E. Enrollments Management – Janet Fike (excused from meeting)**

- **Enrollment**

In the absence of Ms. Fike, no enrollment report was given.

- **Financial Aid Summary**

In the absence of Ms. Fike, no financial aid report was given.

- **Default Rates**

The College is getting close to the National average relative to the default rate. West Virginia Northern has changed collection agencies and they have been much more aggressive. Updates on the default rate will be given periodically.

- **Census**

The Spring 2011 Census Comparison Report was distributed to the Board.

#### **F. Vice President, Economic and Workforce Development – Mike Koon**

- **Workforce Development Progress**

Mr. Koon gave a report relative to Marcellus Shale stating the College is part of a consortium with eight other community colleges called Shale Net. He met with the consortium today on the grant. Activities on this venture will begin in a few months. The College is looking into doing deckhand training. A number of informational sessions will be conducted to inform individuals what this entails. West Virginia Northern is the contact for Shale Net.

An apprenticeship program is being set up with Warren Distribution in the later part of the spring.

The College has been working with Arcelor Mittle and will be doing training with them.

#### **G. Dean, Community Relations – Bob DeFrancis**

- **Higher Education Day**

Mr. DeFrancis reported the College was well represented at Higher Education Day at the Legislature on February 17. Northern was recognized on the floor of the House and Senate. Eight students were recognized by name in the Senate Chamber by Senator Plymale.

The Board conveyed its appreciation to the Culinary Arts students for their contributions to Higher Education Day at the Culinary Arts hospitality table.

- **Commencement**

Northern's commencement is scheduled for Friday, May 13 at 7 p.m. at the WesBanco Arena. Beri Fox, member of the WVNCC Foundation and President of Marble King will be the commencement speaker. Senator Orphy Klempa will be honored as distinguished alumni at this year's commencement ceremonies.

- **Other**

Shirley Miller, Wheeling Friends of the College member, was bestowed the honor of "History Hero" by the West Virginia Division of Culture and History at History Day in Charleston on February 24, 2011. Shirley was nominated for the award by the WVNCC Alumni Association for her work/major exhibit of Hazel-Atlas glassware.

Dr. Cummings gave opening remarks at the House session today.

## 7. Old Business

There was no old business.

## 8. New Business

- **Straub Properties**

The Board received a resolution that, if approved, would authorize the College administration to proceed with the purchase of the Straub properties in the amount of \$1,050,000 from Ohio County. The Straub properties include the Straub Honda dealership, the Hyundai building, and the Body Shop.

Once the Board came out of executive session, they acted on the resolution presented to them relative to the College purchasing the Straub properties. **Mr. Clarke made a motion the Board accept the resolution as presented and authorize the College administration to proceed with the purchase of the properties identified as the Straub properties in the amount of \$1,050,000 from Ohio County.**

## 9. Executive Session

**Mr. Clarke made a motion for the Board to enter into executive session at 5:45 p.m. to discuss the Straub properties. Mr. Wycherley seconded the motion. Motion carried.**

**The Board came out of executive session at 6:05 p.m. on a motion by Ms. Berry. Mr. Monezis seconded the motion. Motion carried.**

## 10. Adjournment/Next Meeting

**Mr. Haught made a motion to adjourn the Board meeting at 6:07 p.m. Ms. Berry seconded the motion. Motion carried.** The next Board meeting is scheduled for Thursday, March 24, 2011 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

Anne Dieckmann-Harman  
Board of Governors Secretary