

**OFFICIAL MINUTES**  
**BOARD OF GOVERNORS MEETING**  
**WEST VIRGINIA NORTHERN COMMUNITY COLLEGE**  
**Thursday, January 24, 2013 -- 5:00 p.m. -- B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, January 24, 2013 in the B&O Board Room on the Wheeling Campus.

**1. Call to Order**

Dr. Cummings 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, John Clarke, Dr. Darrell Cummings, Lucy Kefauver, Gus Monezis, and Fred Renzella. *By Phone:* Mary K. DeGarmo. *Excused:* Christin Byrum and Joe Craycraft. *Absent:* Clayton Weeks.

Guests included: Dr. Martin Olshinsky, President; Bob DeFrancis, Dean, Community Relations; Janet Fike, Dean, Enrollments Management; Steve Lippiello, Chief Financial Officer/Vice President of Administrative Services; Mike Koon, VP Workforce Development and Weirton Campus Dean; and Dr. Vicki Riley, Vice President, Academic Affairs.

**3. Approval of Minutes – Meeting of November 8, 2012**

**Mr. Altmeyer made a motion to accept the minutes of the meeting of November 8, 2012 as presented. Mr. Clarke seconded the motion. Motion carried.**

**4. Board Chair Report**

**A. Hearings and Petitions**

There were no hearings or petitions.

**B. Performance-based Funding**

Dr. Olshinsky reported the state is moving toward a performance-based funding formula that would give dollars to institutions for retaining and graduating students. The proposal is about reducing community college budgets by 5% to 20% and redistributing the money based on performance.

President Olshinsky emailed Board members a copy of a letter he sent to legislators with his recommendation that the state not eliminate current formula-based funding; however, if they do move to a performance-based funding formula, the state should determine how to fund institutions either with new funding or to not introduce the performance-based funding formula at all.

### **C. Introduction of a Rule**

Information received from Chancellor Skidmore relative to Institutional Rulemaking was presented to the Board. At its meeting on January 31, 2013, the WV Council for Community and Technical College Education will vote to revise *Series 4, Rules and Administrative Procedures*. The revision will give sole authority regarding rulemaking to institutional governing boards. It is anticipated other technical changes may also be made to the rule.

Two rules for consideration by the Board are as follows:

#### -- Travel

Mr. Lippiello informed the Board there are some changes from the state level that needed to be updated in the Travel Rule; however, no dramatic changes were made to the rule.

#### -- Computer and Internet Usage

The Computer and Internet Usage Rule has been out for comment. This rule will be brought back to the Board in February.

### **D. Accreditation Team Dinner with Board of Governors**

The Higher Learning Commission accreditation team has requested a meeting with the Board of Governors on March 4, 2013. In order to accommodate their request, a dinner has been planned for 5:30 p.m. in the culinary restaurant. RSVP's for the dinner may be called in to Ms. Dudash.

## **5. President's Report**

### **A. Resolution – Nathan Schmidt**

A resolution was presented to the Board for approval for Nathan Schmidt's service on the Board. **Ms. Berry made a motion to accept the resolution for Nathan Schmidt's service on the Board. Mr. Clarke seconded the motion. Motion carried.**

## **B. President's Highlights for the Months of December/January**

Some of the President's highlights for the months of December/January are as follows:

- Recognition for WVNCC at Project BEST breakfast for using local workers on the College's Weirton annex.
- Initiated discussion about a publication called "Career Focus" to enhance the College's role in local technology training.
- Hosted local school districts at the Northern Panhandle Consortium. The group will assist in dual enrollment and partnerships in the technology fields.

## **6. Administrative Reports**

### **A. CFO/Vice President, Administrative Services ..... Steve Lippiello**

- **First Quarter Financial Results**

Due to health challenges of the College's auditor, the report of the first quarter financial results was postponed until the February Board meeting.

- **Drawings – Barnes and Noble Building**

Drawings of the Barnes and Noble building were distributed to the Board. Also presented to the Board was a larger picture of the Barnes and Noble building, which was provided by the architect.

- **Grant Management Procedure**

Mr. Lippiello distributed and reviewed the College's Grant Notification Procedure along with the Grant Award Notification Form, which were drafted due to findings from the College's recent audit. Mr. Lippiello met with the auditor to review corrections made to the auditor's findings. The auditor approved the corrections as outlined in the procedure.

### **B. VP, Workforce Development/Dean, Weirton Campus ..... Mike Koon**

- **Accreditation Visit**

Northern's 10-year re-accreditation visit is scheduled for March 3-6, 2013. The Higher Learning Commission team will meet with the Board over dinner on March 4 to discuss the Board's perspective on accreditation. The team will visit with constituent groups in the College and they will also visit the

New Martinsville Campus and the Weirton Campus. An exit interview with the President and the President's Cabinet will be conducted by the HLC team.

Mr. Koon distributed and reviewed information on five criteria/new criteria for accreditation, the way the process works, and Board involvement. Also reviewed were potential question areas for the Board during the Higher Learning Commission visit.

A mock session relative to the accreditation visit will be conducted during the February Board meeting. Mr. Koon will prepare an executive summary of the Self-study for distribution to the Board prior to the meeting. The Self-study Report may be viewed by accessing the following link:  
<http://www.wvnc.edu/about/2012-2013-reaffirmation-of-accreditation/3131>.

Dr. Olshinsky recognized Mr. Koon for his role as chair of the Self-study Committee and for his work in planning for the accreditation visit.

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

- **Spring Enrollment**

Ms. Fike reported on the WVNCC 2013 spring enrollment comparison (headcount/FTE).

**D. Vice President, Academic Affairs..... Dr. Vicki Riley**

- **Report from Textbook Affordability Committee**

Dr. Riley shared an example, provided by Liberal Arts Division Chair Kathy Herrington, on a new way to assist students with reduced costs for textbooks. The division worked on an ala carte version of a textbook for seven different courses. (The ala carte textbook is a loose-leaf style binder-type textbook with reduced pages.) Initiated in the fall, the ala carte menu offers students textbooks at costs less than 25% of hardcover books and affords students the opportunity to sell books back to the College's bookstore.

To save on costs, textbook rental continues to increase among the student population, with used textbooks accounting for the largest sales. Another saving option is on-line book sales that offer students a five percent discount on the purchase price of a book. Additional improvements and processes have been implemented to assist students when ordering textbooks.

The Textbook Affordability Committee will meet with Barnes & Noble after their opening in the new building to determine how the College and the bookstore can partner to better serve students.

**7. Old Business**

There was no old business.

**8. New Business**

There was no new business.

**9. Adjournment/Next Meeting**

**Mr. Renzella made a motion for the Board adjourn at 5:50 p.m. Mr. Monezis seconded the motion. Motion carried.**

The next Board meeting is scheduled for Thursday, February 28, 2013 at 5:00 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

Christin Byrum  
Board of Governors Secretary