

**OFFICIAL MINUTES  
BOARD OF GOVERNORS MEETING  
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE  
Thursday, February 26, 2009 – 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 26, 2009 in the B&O Board Room on the Wheeling Campus.

**1. Call to Order**

Ms. Harman chaired the Board meeting in the absence of Mr. Craycraft. The meeting was convened at 5:10 p.m.

**2. Roll Call**

Roll call was taken by Linda Dudash. Members in attendance were: Rita Berry, Conner Boyd, John Clarke, Mary K. DeGarmo, Anne Dieckmann Harman, Miranda Postle and Zac Wycherley. By Phone: Dr. Darrell Cummings. Excused: Joseph Craycraft, J.W. Freeland and Bill Haught.

Guests included: Dr. Martin Olshinsky, President; Larry Bandi, CFO/ Vice President of Administrative Services; Peggy Carmichael, Human Resource Director; 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. Other guests: Don Chamberlain, Director, Student Union Activities; Shannon Payton, Program Director; Lucy Kefauver, Counselor; Sondra Jackson, student; Kari Reed, student.

**3. Student Presentation and Community Service Award**

A presentation was given by Shannon Payton, Program Director in the office of student activities; Don Chamberlain, Director, Student Union Activities; Lucy Kefauver, Counselor; and students Sondra Jackson and Kari Reed.

Mr. Chamberlain reported that "Ladies First," a story of six of America's first ladies, will be presented March 24-26 on each of Northern's campuses. The presentation is made possible by a Social Justice grant. Everyone is welcome to attend.

For the third consecutive year, WVNCC was awarded the President's Higher Education Honor Roll. WVNCC was the only area school named to the Honor Roll and one of only five institutions of higher education named in the state.

**4. Approval of Minutes – Meeting of January 22, 2009**

**Mr. Clarke made a motion to accept the draft minutes of January 22, 2009 as presented. Ms. Harman seconded the motion. Motion carried.**

**Ms. Harman suggested that the title Dr. be added in front of Suzanne Clutter's name in the first sentence under agenda item four. Also, replace the word Ms. with Dr. at the beginning of the second sentence in agenda item four.**

## **5. Board Chair Report**

- **Hearings and Petitions**

There were no hearings or petitions.

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

### **A. Governor's Budget Update**

Dr. Olshinsky reviewed the analysis of Governor Manchin's FY 2010 Higher Education Budget that was distributed in the Board agenda packet. The Board will receive additional information regarding the stimulus plan when it is made available by the Governor.

Additional information distributed relative to the stimulus plan included: (1) the *Latest Stimulus Estimates: Nearly \$1.88B for WV* (The Intelligencer, February 23, 2009); the American Recovery & Reinvestment Act – West Virginia and National Numbers (estimated White House funding figures as of February 13, 2009); Economic Recovery Bill – West Virginia Highlights (Fact Sheet from the Office of Senator Jay Rockefeller; estimated White House funding figures as of February 13, 2009); and American Association of Community Colleges Highlights of the Conference Report to H.R. 1, "The American Recovery and Reinvestment Act of 2009," that states how the stimulus package will impact community colleges.

### **B. Pedestrian Bridge**

A copy of a letter and proposed agreement for the WVNCC Pedestrian Bridge Transportation Enhancement Program project was distributed the Board. Dr. Olshinsky reported that a security deposit in the amount of \$60,000 (to obtain a Notice to Proceed letter) is required by the WV Department of Transportation Division of Highways to cover the Sponsor's match. President Olshinsky reported that Mr. Haught has some benefactors who may want to commit to the pedestrian bridge project. The Board will be asked to make a decision at the March 26 meeting on whether to submit the \$60,000 security deposit which is due by the end of March.

### **C. Highlights of the President's Activities for the Month of February**

Some of the activities reported on by President Olshinsky for the month of February are as follows:

- Received approval for the purchase of the Straub properties from the Community and Technical College Council

- Met with Hancock County Schools Superintendent to plan expansion of programming in the schools. Northern plans to link into their IT system to deliver courses. In addition, the College will partner to deliver technical training to reduce duplication.

## 7. Administrative Staff Reports

### A. CFO and Vice President of Administrative Services – Larry Bandi

- **Budget (2010) – First Reading**

Mr. Bandi reviewed the proposed tuition and fee schedule for academic year 2009-2010 with the Board. Mr. Bandi reported that the Budget Committee recommended that the College not increase tuition for 2009-2010. However, the Committee did recommend that the College convert its per course fee in technology to a credit hour fee. Proposed new fees were reviewed. The Budget Committee recommended not charging an application fee; however, once students are registered for classes, the College would charge a one-time fee of \$50 to cover expanded orientation fees for students and eliminate the graduation fee. Ms. Fisher reported that the Foundation Allocation Committee has agreed to pick up the graduation fee for students with financial constraints until the elimination of the graduation fee is phased in.

Mr. Bandi distributed a tuition and fees chart for FY 2006 to FY 2009. Also distributed and reviewed was the Institution and Student Tuition Increase Impact Chart for the 2009-2010 academic year.

- **Quarterly Financials**

Mr. Bandi gave a report on the interim financial statements for the second quarter, December 31, 2008 and 2007. **Ms. Postle made a motion to accept the quarterly financials as presented. Ms. Conner seconded the motion. Motion carried.**

- **Update on Property**

- \* **Hazel-Atlas Sale**

Youth Service Systems has purchased the Hazel-Atlas building. West Virginia Northern will be leasing 12,000 square feet in the Hazel-Atlas building to house the College's HVAC program, fiber optics program and table gaming training classes.

**\* Status of Straub Property**

Based on conversations with environmentalists relative to the Phase I report on the Straub properties, it appears there are no major problems on the property. A Phase II environmental study will be performed on the Straub properties. WVNCC is not liable for the costs for either of the environmental studies. Mr. Bandi recommended that the Phase II study results will not be known for approximately another month.

**B. Dean, Enrollments Management – Janet Fike**

**● Board File Numbers for Spring and Update on Summer**

Ms. Fike distributed the Spring Census 2009 Enrollment Comparison Report vs. Spring 2008.

To date, the College has achieved 30 per cent of its summer registration.

**C. Vice President Academic Affairs – (Dr. Olshinsky reported in the absence of Dr. Vicki Riley)**

**● Articulation with Mountain State University/WVU**

West Virginia Northern signed an agreement with Mountain State University to offer Nursing (BSN) and Leadership degrees at the Wheeling Campus. The University is currently renting rooms on all three campuses. Mountain State is offering a 20% discount to Northern employees that register for their classes.

West Virginia Northern has partnered with West Virginia University to conduct Nursing (BSN) classes at Northern.

**● Allied Health Expansion**

Dr. Olshinsky reported that the allied health expansion is on target.

## 9. Old Business

### A. Classified Employees Salary Rule – Second Reading

Ms. Carmichael presented the Classified Employees Salary Rule on second reading. **Ms. Boyd made a motion to approve the Classified Employees Salary Rule as presented on second reading. Mr. Clarke seconded the motion. Motion carried.**

### B. Classified Staff Work Schedule and Records Rule – Second Reading

Ms. Carmichael presented the Classified Staff Work Schedule and Records Rule on second reading. **Ms. Boyd made a motion to approve the Classified Staff Work Schedule and Records Rule as presented on second reading. Mr. Clarke seconded the motion. Motion carried.**

When a new rule is introduced, Ms. Boyd recommended that the Board be given a copy of the current approved rule along with the new rule.

### C. Faculty Salary Rule – Second Reading

Ms. Carmichael presented the Faculty Salary Rule on second reading. **Mr. Clarke made a motion to approve the Faculty Salary Rule as presented on second reading. Ms. Boyd seconded the motion. Motion carried.**

## 10. New Business

### A. Disciplinary Action Rule – First Reading

Dr. Olshinsky and Ms. Carmichael presented the Disciplinary Action Rule to the Board on first reading. The Rule would provide the College parameters from which to work regarding disciplinary action for employees. A template will be designed for an improvement plan to be included in the Rule. This Rule has gone out for 30 day comment and the draft Rule has been reviewed by legal counsel at the state office. Comments submitted to the HR department from staff pertaining to the Rule were included in the Board agenda booklet. Ms. Carmichael reported on the changes made to the draft Rule from the comments received. Ms. Boyd recommended that the Rule include language stating how verbal warnings will be documented. Item three under *Employee Infractions Considered to be Gross Misconduct* reads: "Possession or consumption of alcoholic beverages or improper use of illegal narcotics while on duty and/or appearing to work under the influence of alcohol or improper use of narcotics." A recommendation was made that supervisors be given guidance on how to handle a situation of this sort. Ms. Carmichael stated that she will look at the Alcohol and Drug-Free Workplace Rule and address item three according to that Rule. Changes will be made accordingly and will be e-mailed to the Board.

## **B. Holiday Schedule**

The approved College holiday schedule was given to the Board.

### **11. Adjournment/Next Meeting**

**Ms. Postle made a motion to adjourn the meeting at 7:20 p.m. Ms. Harman seconded the motion. Motion carried.**

The next Board meeting is scheduled for Thursday, March 26, 2009 at 5 p.m. in the B&O Board Room.

***Dr. Olshinsky asked the Board to provide a number where they may be reached to participate in the Board meeting of March 26 if they are unable to attend in person.***

Minutes respectfully submitted by,

Minutes approved by,

Linda K. Dudash  
Executive Secretary to the President

Anne Dieckmann-Harman  
Board of Governors Secretary