

OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, October 27, 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, October 27, 2011 in the B&O Board Room on the Wheeling Campus.

1. Call to Order

Ms. DeGarmo convened the meeting at 5:05 p.m. in the absence of Mr. Craycraft.

2. Roll Call

Roll call was taken by Linda Dudash. Members in attendance were: Rita Berry, John Clarke, Mary K. DeGarmo, Lucy Kefauver and Gus Monezis. Phone: Dr. Darrell Cummings, Kathi Ferrebee and Fred Renzella. Excused: Joe Craycraft. Guests included: Dr. Martin Olshinsky, President; Bob DeFrancis, Dean, Community Relations; Janet Fike, Vice President, Student Services; David Hanes, Information Technology Director; Mike Koon, Vice President, Economic and Workforce Development; Steve Lippiello, Chief Financial Officer/Vice President of Administrative Services; and Dr. Vicki Riley, Vice President, Academic Affairs. Others: Brann Altmeyer and Christin Byrum (awaiting appointment to the Board); and Brian Trischler, auditor, Costanzo and Associates, PLLC.

3. Introductions

Dr. Olshinsky introduced the following two individuals who are awaiting appointment to the Board: Brann Altmeyer, attorney, Phillips, Gardill, Kaiser & Altmeyer, PLLC; and Christin Byrum, Director of Museums, Oglebay Institute. Kathi Ferrebee, new student representative to the Board of Governors, joined the meeting via phone.

4. Approval of Minutes (September 22, 2011)

Mr. Clarke made a motion to approve the minutes of the meeting of September 22, 2011 as presented. Ms. Berry seconded the motion. Motion carried.

5. Auditor's Report

Brian Trischler, auditor at Costanzo & Associates, PLLC, presented the auditor's report for West Virginia Northern Community College for the years ended June 30, 2011 and 2010. Copies of the report were given to the Board.

One material misstatement was detected in the audit procedure as listed below, but the misstatement was corrected by management:

- A \$54,411 adjustment was made to reduce accrued liabilities and corresponding wages and benefits expense for an over accrual of 9-12 month arrears faculty.

There were no disagreements during the course of the audit (i.e., financial accounting, reporting, or auditing matter).

Opportunities for strengthening internal controls and operating efficiency within the College are as follows: (1) Web Time Off reports need to be regularly reviewed, and (2) 9-12 month faculty accrual needs to be checked for accuracy to include proper wage, calculate the correct related benefits and to verify that the accrual represents what is actually owed to the 9-12 month faculty at June 30 fiscal year end.

Corrective measures were taken on some of the prior year audit recommendations; and observations were as follows : (1) Auditors recommend a written rule on retention and destruction be established identifying record retention responsibilities of staff, faculty, volunteers, board members, and outsiders for maintaining and documenting the storage and destruction of the College's documents and records, and (2) communication between procurement and reporting should be improved to expedite the grant expenditure and reporting process. The business office should periodically meet with each grant administrator to review the status of each grant. Mr. Lippiello assured the Board these meetings will occur regularly.

The overall assessment is the College received an excellent audit report. **Mr. Clarke made a motion to accept the audit report as presented. Mr. Monezis seconded the motion. Motion carried.**

6. Board Chair Report

• Hearings and Petitions

There were no hearings or petitions.

7. President's Report

• Some Highlights of the President's Activities for the Month of October

- Escorted First Lady Joanne Tomblin on a tour of the Weirton Campus to show progress of the building expansion
- Met with Regional Economic Development Partnership leadership and Barnes and Noble to formulate the College's plan for a downtown bookstore. Will work together to garnish support from other sources and the city.
- Hosted the Chesapeake Scholarship Breakfast for students receiving scholarship funds. The breakfast matched students with their benefactors.

8. Administrative Staff Reports

A. CFO and VP of Administrative Services Steve Lippiello

- **ECS Renovation Estimate**

An analysis and preliminary cost estimate on the Electrical Supply building submitted by Victor Greco of SMG Architects was distributed to the Board. The analysis includes the construction estimate as well as allowances for alternates (Haz Mat abatement and elevator). The cost estimate provided is based on the building being used for student activities and a daycare center. Should the Board decide to proceed with the purchase of the ECS property, construction/renovation would go out to bid. Board Chair, Joe Craycraft, Dr. Olshinsky, and Mr. Lippiello will meet with Attorney Erik Schramm to move forward on negotiations.

Mr. Lippiello reported the WVNCC Foundation appears to be willing to provide funding for the College for the ECS building. The College would then pay back the money, including a nominal interest rate, to the Foundation over a number of years.

B. Vice President Student Services.....Janet Fike

- An enrollment report was given to the Board by Ms. Fike.

C. Vice President of Academic Affairs Dr. Vicki Riley

- **Title III Grant**

Northern received a Title III grant in the amount of \$1.5. Money from the grant will be used for student retention and the College will focus on support activities for underprepared students (math, reading and writing). As part of the project, the College will implement computer-assisted labs, additional tutoring services, hire two new faculty members, and provide professional development for faculty.

9. Old Business

A. Report on Buildings

A cost estimate on the Wheeling Campus Barnes and Noble project (including renovation of the existing Hyundai building and possible addition of an alternate second floor addition) was distributed and reviewed with the Board.

Mr. Lippiello will work with Victor Greco to determine his views about a second floor addition to the Barnes and Noble project.

Dr. Cummings made a motion that the Board proceed with the purchase of the Hyundai building as well as the second floor addition of the building for \$1.2 million. Mr. Monezis seconded the motion. Motion carried.

B. Weirton Campus Dean Search

Interviews were extended to three candidates in the Weirton Campus Dean search. None of the candidates met the criteria for the position; therefore, the pool was reopened.

10. New Business

There was no new business.

11. Executive Session

No executive session of the Board was held.

12. Adjournment/Next Meeting

Ms. DeGarmo adjourned the Board meeting at 6:08 p.m.

The next Board meeting is scheduled for Monday, December 5, 2011 at 11:00 a.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

Joe Craycraft, Board Chair
(In the absence of a Board
Secretary)