

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, August 28, 2008 – 5:00 p.m.
B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, August 28, 2008 in the B&O Board Room on the Wheeling Campus.

1. Call to Order

Ms. Boyd convened the meeting at 5:05 p.m.

2. Roll Call

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

Guests included: Dr. Martin Olshinsky, President; Larry Bandi, CFO/ Vice President of Administrative Services; Janet Fike, Dean, Enrollments Management; Emily Fisher, Executive Director, Institutional Advancement; Mike Koon, VP/Dean, Economic and Workforce Development; and Dr. Vicki Riley, Vice President, Academic Affairs. Other guests: Darcy Farrell, Lisa Ingram, Chris Kefauver, Mary Marlin, Delilah Ryan, Cindy Hudok, Alicia Stromski, and Tom Danford.

3. NISOD Award Nominees

Dr. Riley presented to the Board faculty members nominated for the NISOD award by their peers at Northern. The NISOD convention was held in Austin, Texas in May 2008. Those present and recognized at the Board meeting were: Darcy Farrell, Lisa Ingram, Chris Kefauver, Mary Marlin, and Delilah Ryan. Those nominated for the NISOD award, but unable to attend the Board meeting were: Carol Cornforth, Steve Gress, and Jim Tully. Each faculty member reported on their experience at the NISOD convention.

4. Approval of Minutes – Meeting of August 28, 2008

Mr. Wycherley suggested the following changes to the draft minutes of August 28, 2008: Under item 8, New Business/Board Elections, delete the first sentence. In the second sentence, delete the words *to fill the vacancy of Vice Chair*. Mr. Haught made a motion to accept the draft minutes of August 28, 2008 with the suggested changes. Ms. Harman seconded the motion. Motion carried.

5. Board Chair Report

A. Hearings and Petitions

There were no hearings or petitions.

B. Election of Officers

Ms. Conner's term as Chair of the Board of Governors expired. Mr. Wycherley made a motion to nominate Joe Craycraft as Chair of the Board of Governors. Mr. Haught seconded the motion. Mr. Wycherley moved that the nominations be closed. The Board approved the nomination of Mr. Craycraft as Chair of the Board of Governors. Ms. Boyd nominated Mr. Haught for Vice Chair of the Board. Mr. Wycherley seconded the motion. Motion carried.

6. President's Report

A. Recognition/Resolution

Dr. Olshinsky presented certificates of recognition to Cindy Hudok and Alicia Stromski, both of the Financial Aid office, for their achievements in achieving their Master of Arts Degree in Educational Leadership Studies from WVU in May, 2008. Tom Danford was presented with a resolution for his service on the Board from 2000-2008.

Dr. Olshinsky introduced Rita Berry, WVNCC nursing faculty, who will serve on the Board as faculty representative.

B. Colaianni Letter

A copy of the final dismissal order in the Colaianni Construction Court Of Claims case was presented to the Board.

C. Highlights of the President's Activities for the Months of June, July and August

President Olshinsky briefly commented on his activities for the months of June, July and August.

D. State of the College Report

Dr. Olshinsky reported on the state of the College as follows: strategies have been implemented to increase enrollment, an instructional technologist has been hired to assist with e-learning courses, continuing education courses are being expanded with the help of Campus Deans, a notification award for the Allied Health program has been received from Chancellor Skidmore, meetings have been held with business and community leaders relative to their assistance to help develop programs looking at community needs, Ms. Harman's law firm was contacted to work with the purchase of the Straub building, and the College is working with various grant writers to establish its application for the 2009 Title III and IV federal grants.

Dr. Olshinsky will provide the Board with an update on the Strategic Plan at the next meeting.

7. Administrative Staff Reports

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

- **B&O Construction Update/Tour**

Mr. Bandi reported that the B&O renovation project is 90% complete. The Board was given a tour of the building; final completion date is scheduled for September 30, 2008.

- **Year End Financial Report**

The year end financial report was not available for the Board's review; however, the preliminary unaudited FY 2008 was presented. Mr. Bandi reported that sufficient income has been generated by the College to cover the B&O renovation project additional \$100,000 as was stipulated by the Board of Governors. He asked the

Board's approval for Costanzo and Associates to audit the statement of net assets of West Virginia Northern Community College as of June 30, 2008 and the related statements of revenues, expenses and changes in net assets and cash flows for the year ended June 30, 2008. Ms. Harman made a motion that the Board approve Costanzo and Associates to auditor the statement of net assets of West Virginia Northern Community College as of June 30, 2008. Dr. Cummings seconded the motion. Motion carried. Costanzo and Associates will make a presentation to the Board at the October meeting.

B. Human Resources

Dr. Olshinsky reported that 25 PIQ's have been completed and 5 are being reviewed.

C. Dean, Enrollments Management – Janet Fike

- **Enrollment**

Ms. Fike reported that summer enrollment for Northern is higher than it has ever been. A fall enrollment report was distributed. Numbers do not reflect table gaming on the fall 2008 comparison report.

8. Old Business

The rules listed below were sent to the Board for first reading on June 2, 2008; no comments were received. All rules were presented to the Board on second reading.

A. Rules on Second Reading

- **Purchasing Rule**

Ms. Harman made a motion that the Board approve the Purchasing Rule as presented on second reading. Mr. Clarke seconded the motion. Motion carried.

- **Educational Release Time**

Ms. Harman made a motion that the Board approve the rule on Educational Release Time as presented on second reading. Ms. Boyd seconded the motion. Motion carried.

- **Payment Card Rule**

Ms. Harman made a motion that the Board approve the Payment Card Rule as presented on second reading. Ms. Boyd seconded the motion. Motion carried.

B. Potential Buyers for Hazel-Atlas Building

At a previous meeting, the Board authorized the College to put the Hazel-Atlas building on the market with Paull and Associates. Youth Services System, Inc. has submitted an

offer for the property that meets state requirements. Approval for the sale of the Hazel-Atlas property is required by the Board and the HEPC (Higher Education Policy Commission). A stipulation of the sale is that the property cannot be used to conduct higher education classes. Youth Services System, Inc. would like the transaction on the Hazel-Atlas building to occur in November 2008. Mr. Bandi asked the Board's consideration to allow him to counter the proposal to allow the College to lease space in the Hazel-Atlas building for the next year to give Northern time to transition into the Straub building. Mr. Bandi has been in contact with other businesses to determine what is available in the event that Youth Services System, Inc. would decide not to lease space to West Virginia Northern. Mr. Haught made a motion to approve the Hometown Realty offer for the Hazel-Atlas property as presented and enter into a contract. Mr. Clarke seconded the motion. Motion carried.

C. Preliminary Agreement on New Facility

A contract of sale agreement relative to the Straub property was distributed to the Board. Ohio County will submit the purchase price to Mr. Bandi by the end of today. Northern submitted a proposal to the county that was accepted.

9. New Business

A. Consideration of Additional Nearby Property for College

Regarding the Electric Contractors Supply building, 50% of the ownership is looking to sell.

B. October Board of Governors Meeting

Due to the WVCCA conference scheduled for October 22-24 at Oglebay, the Board discussed an alternate date for the October Board meeting, which was originally scheduled for October 23. Ms. Dudash will survey members to determine if a quorum will be available to attend a meeting in New Martinsville on October 28.

C. Invitations

The Annual Board of Governors Yuletide Luncheon meeting is scheduled for Tuesday, December 9 in the Culinary Arts dining room. Board members were invited to the Centennial celebration of the anniversary of the B&O building on Saturday, September 6.

10. Adjournment/Next Meeting

The meeting adjourned at 7:15 p.m. The next Board meeting is scheduled for Thursday, September 25, 2008 at 5 p.m. in the B&O Board Room.

Minutes respectfully submitted by,

Minutes approved by,

Linda K. Dudash
Executive Secretary to the President

Anne Dieckmann-Harman
Board of Governors Secretary