

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Monday, June 26, 2017 -- 9:00 a.m. -- B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Monday, June 26, 2017 in the B&O Board Room on the Wheeling Campus.

1. Call to Order

Mr. Altmeyer convened the meeting at 9:01 a.m.

2. Roll Call

Members in attendance were: Brann Altmeyer; David Artman (by phone); Melanie Baker; Christin Byrum (by phone); Bob Contraguerro, Jr. (by phone); Dr. Darrell Cummings; Mary K. DeGarmo (by phone); Larry Lemon (by phone); Eran Molz; David Stoffel; and Rosemary Ketchum.

Guests included: Dr. Vicki Riley, President; Jeff Sayre, Chief Financial Officer/VP of Administrative Services; Jill Loveless, Vice President of Academic Affairs; Bob DeFrancis, Dean of Community Relations; Peggy Carmichael, Chief Human Resources Officer; Larry Tackett, Vice President of Economic and Workforce Development; and Shannon Payton, Director of Student Activities and Classified Staff President.

3. Board Chair Report

Mr. Altmeyer stated that he did not have a Board Chair report.

4. President's Report

Dr. Riley introduced Jill Loveless, the new Vice President of Academic Affairs. She stated that she was happy to have someone with her experience at Mohave Community College in the position. Ms. Loveless is familiar with curriculum, HLC and assessment.

Ms. Loveless thanked everyone for the welcome. She then provided an Academic Affairs update. Radiography has received the maximum accreditation that it can receive, up to eight years, from the Joint Review Committee on Education in Radiologic Technology.

Also, the Surgical Technology program recently had students achieve a pass rate of 80% on the Certified Surgical Technologist (CST) exam. She stated that there should be further action by their accrediting body in September. Mr. Altmeyer asked what further action there might be and there is a possibility that they could be taken off probation in September or that they would need to do a follow up report while on probation. Dr. Riley stated that Mike Koon had spoken to their accrediting body and they suggested not to do the voluntary withdrawal. She also stated that the nursing students were still testing.

Dr. Cummings asked if there were any other changes on accreditation issues that the Board of Governors needed to be aware of. Ms. Loveless stated that she is not aware of any. Mr. Altmeyer asked Ms. Loveless about her experience with accreditation. Ms. Loveless stated that while in Arizona, she had seven allied health programs that had their own accreditation.

Special Resolution

Dr. Riley presented a special resolution to long time employee, Robert DeFrancis, who will be retiring at the end of this month.

Nominating Committee

Dr. Cummings presented a slate of officers on behalf of the Nominating Committee. The proposed 2017-2018 slate of officers is as follows:

Chair: Brann Altmeyer

Vice-Chair: Bob Contraguerra, Jr.

Secretary: Christin Byrum

Mr. Altmeyer asked for any other nominations.

Dr. Cummings made a motion to close the nominations. Mr. Molz seconded the motion. Motion carried.

Dr. Cummings made a motion to approve the 2017-2018 slate of officers as presented. Ms. DeGarmo seconded the motion. Motion carried.

Budget Update

Dr. Riley and Mr. Sayre provided an update on the state budget situation. The Board of Governors already approved the FY 2018 budget at the April Board of Governors meeting. Mr. Sayre stated that the approved budget after the state appropriations amount will result in a \$39k shortfall which will be absorbed in operational savings. This budget does include the new faculty salary model. Mr. Altmeyer asked Mr. Sayre to review breakdown of what the new model will mean. After stating that the goal is to have them reach 75% of peers in the SREB over the next 2.5 years, Mr. Sayre provided the following breakdown:

- Professor = 2.4% increase or \$1400
- Associate Professor = 4.9% or \$2400
- Assistant Professor = 5.8% or \$2600
- Instructor = 11.7% or \$4300

Mr. Altmeyer asked if classified staff will receive a 4% increase and Mr. Sayre stated that they would.

6. Administrative Reports

Chief Human Resources Officer

Request to Repeal the following rules: Annual Leave Rule (NC-2006) & Classified Employees Salary Rule (NC-2030)

Ms. Carmichael asked that the Board of Governors repeal two rules, NC-2006, Annual Leave and NC-2030, Classified Employees Salary Rule, in order to allow the college to proceed with immediate hiring and provide time to work jointly with staff to develop guidelines with recent changes with HB 2542 and the Classified Employee Market Salary Study Implementation plan.

She overviewed a summary of HB 2542 that was provided in the Board packets and what it

means for employees. Several items included in HB 2542 are as follows: it removes restrictions on Non-Classified employees and the number of Non-Classified; it removes the old classified salary schedule; it adds that any school that sends notice to HEPC or CTC may adopt their own personnel rules replacing statewide rules; it removed classified staff bumping rights; and removed a requirement to hire a minimum qualified internal candidate for job opening over external candidates.

Ms. Carmichael believes this will reward employees based on qualifications and job performance. She stated if these rules were not repealed it could delay the school from going to the new salary scale. To develop the guidelines, two ad hoc groups have been formed. Classified Staff Committee Chair, Shannon Payton, provided the members for the ad hoc committee. This group will work on guidelines to assist the institution on how it moves forward with placement on new salary scale based on market guidelines and qualifications. The second group will be staff and supervisors who will create or modify the evaluation process. Performance will be a major factor in the salary structure while ultimate goal is to be 100% performance based. She stated that she will be hosting open sessions to discuss all of these changes with employees. Dr. Cummings asked if he heard correctly that one of the changes was that individual Board of Governors could create rules that are different from the state and Ms. Carmichael stated that was correct. Dr. Cummings asked if there was anyway the Board could get number of employees attending these sessions. Ms. Carmichael stated for the first one that there were five employees. More information will be forthcoming once ad hoc groups start meeting. A regular update will be provided at Board of Governors meetings.

Dr. Cummings asked if there was any reason why we are repealing rules. Ms. Carmichael responded that if they are still active, we would be in violation of our own rules once new legislation goes into effect. Dr. Cummings asked if suspension is sufficient for now rather than repealing since the new guidelines are still to be worked out. There were no concerns for a suspension over a repeal.

Ms. Carmichael stated that a 4% raise should get most employees up to the new market structure. Additional dollars will be added so all staff are paid at minimum as of 7/1/17. All employees will be at the minimum on salary scale. Ms. Byrum noted that there is a timeline for implementation.

Dr. Cummings stated that he would like to see the changes during the coming year. Ms. Carmichael stated that if the current two rules are suspended or repealed that the institution can follow HEPC guidelines but that it should be noted that some of HEPC rules contradict state code. She stated that these changes are not harming anyone. Ms. Payton and Ms. Baker stated that working through the ad hoc group with guidelines will make the rules fair for all employees.

Mr. Atlmeyer made a motion that in lieu of the repeal to have Annual Leave Rule (NC-2006) and Classified Employees Salary Rule (NC-2030) suspended and will follow the procedures as outlined by Ms. Carmichael today. Dr. Cummings seconded the motion. Motion carried.

7. Old Business

There was no old business.

8. New Business

There was no new business.

9. Adjournment

The meeting adjourned at 9:50 a.m.

Minutes respectfully submitted by,

Stephanie Kappel
Assistant to the President

Minutes approved by,

Christin Byrum
Board of Governors Secretary