

OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, August 24, 2023 – 5:00 p.m. – Wheeling Campus

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, August 24th in Room 126 of the B & O Building, 1704 Market Street, Wheeling, WV and via Zoom.

1. Call to Order

Ms. Carenbauer called the meeting to order at 4:57 pm.

2. Roll Call

Members in attendance were: Jacob Altmeyer; Shelly Carenbauer; Liz Hofreuter; Larry Lemon; DJ McGlaughlin; Ron Scott, Jr.; Chris Kefauver; Hilary Curto Wilson; and Jeanette Ziegler. Excused: David Artman and Christine Mitchell.

Guests included: Dr. Dan Mosser, President; David Barnhardt, Director of Communications and Student Recruitment; Robert Brak, Director of Human Resources; Janet Fike, Vice President of Student Care and Success; Dr. Phil Klein, Vice President of Economic and Workforce Development; Jeff Sayre, CFO/Vice President of Administrative Services; Dr. Pam Sharma, Vice President of Planning, Institutional Effectiveness and Research; Rana Spurlock, Director of Institutional Advancement; and Dr. Debra Tervalva, Vice President of Learning.

3. Board Chair Report

Ms. Carenbauer stated that she attended the recent State of the City event. There was an update on the downtown construction, new businesses and existing business were given awards. WVNCC former Board Chair and Member Reverend Darrell Cummings was recognized.

4. Approval of Minutes (April 27, 2023)

Mr. McGlaughlin made a motion that the Board approve the Minutes from the meeting on April 27, 2023 as presented. Ms. Hofreuter seconded the motion. Motion carried.

5. Approval of Minutes (June 22, 2023)

Mr. Kefauver made a motion that the Board approve the Minutes from the meeting on June 22, 2023 as presented. Mr. McGlaughlin seconded the motion. Motion carried.

6. President's Report

Dr. Mosser introduced the new student Board of Governors representative, Tyler Mitchell, as well as new employees since the March Board meeting.

He discussed the statewide effort on a dual enrollment and our work with area school districts. We are working with Hancock, Brooke, Marshall and Wetzel Counties. We have been unsuccessful in getting anything set up with Ohio County Schools.

At All College Day this year, we celebrated the successful HLC visit. We had no findings and are fully accredited until 2028.

Recently, we received a grant for hospitality and tourism programs. Also, another grant via Senator Capito and Manchin will provide two CDL driving simulators. These are expected in October.

We met with the City and the construction company regarding the work around the B & O Building and identified alternative parking options until we can access our back parking lot.

Dr. Mosser asked the Board to save the date for the October Board of Governors training at the Embassy Suites in Charleston.

7. Administrative Reports
Director of Communications and Student Recruitment

Marketing Annual Report

Mr. Barnhardt presented the updated marketing plan goals including recruiting and media events. Several of the highlights included the ribbon cuttings of the nursing simulation labs and the advertising campaign about "I can go to college". He also talked about program promotions as well as non-credit/workforce development and continuing education promotions. In addition, he highlighted our partners within the community. Ms. Carenbauer thanked Mr. Barnhardt for his presentation and noted that she tries to share any Northern social media with her contacts.

Vice President for Planning, Institutional Effectiveness and Research

Employee Satisfaction Survey

Dr. Sharma presented the results of the most recent employee satisfaction survey. There was a 34% response rate with 94.4% of the respondents being full-time. The survey areas include campus culture and policies, work environment, institutional goals, and employee involvement in planning. Overall, employee satisfaction had improved significantly including ratings on campus culture.

CFO/Vice President for Administrative Services

Financial Update

Mr. Sayre highlighted the fund tracking document provided in the Board packet.

8. Old Business

There was no old business.

9. New Business

There was no new business.

10. Adjournment

The meeting adjourned at 6:02 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel
Executive Assistant to the President

Larry Lemon
Board of Governors Secretary