

**OFFICIAL MINUTES  
BOARD OF GOVERNORS MEETING  
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE  
Thursday, February 28, 2019 -- 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 28, 2019 in the B&O Board Room on the Wheeling Campus.

**1. Call to Order**

Mr. Altmeyer convened the meeting at 5:02 p.m.

**2. Roll Call**

Members in attendance were: Brann Altmeyer; Melanie Baker; Larry Lemon; Shelly Thomas; Chris Kefauver; and Octashia Cooper. Excused: David Artman; Richard Barnabei; Bob Contraguerro, Jr.; and Tad Greene.

Guests included: J. Michael Koon, Interim President; David Barnhardt, Director of Marketing and Public Relations; Jeff Sayre, CFO/Vice President of Administrative Services; Dr. Jill Loveless; Vice President of Academic Affairs; Janet Fike, Vice President of Student Services; Kathy Herrington, Faculty Assembly President; David Stoffel, Faculty; and Crystal Harbert, Faculty.

**3. Approval of Minutes (January 17, 2019)**

Mr. Altmeyer made a motion the Board approve the minutes of the meeting of January 17, 2019 as presented. Ms. Thomas seconded the motion. Motion carried.

**4. Board Chair Report**

Mr. Altmeyer stated that there would not be a Chair Report but noted that there has been very good publicity relating to the Economic Impact study.

**5. Faculty Presentation**

Ms. Kathy Herrington, Faculty Assembly President, presented on behalf of the faculty. She overviewed several of the projects that the faculty is working on such as the Promotion Policy; Faculty Evaluation Policy; Faculty Handbook; and several other activities. She was happy to report that over 90% of all courses were assessed last year. They have made significant progress in assessment including implementing a process and a cycle for yearly program assessments. Articulation agreements with West Liberty University are in the process of being updated. Several faculty received promotions last year. There have also been several faculty to earn additional degrees. On behalf of the faculty, Ms. Herrington thanked the Board for the increase in faculty salaries and for how the Presidential Evaluation was handled last year. She also thanked the Board for bringing in Mike Koon to serve as Interim President and using an external firm to handle the presidential search. The faculty was also happy to see the recovery of the ECS property. She did request that the Board of Governors make arrangements, beginning next year, to meet with members of the Faculty Executive Committee. In addition, she requested that as the Board is in the process of revising the bylaw's that they include WVCTCS Series 5, Employing and Evaluating Presidents with an annual informal review with input from faculty, staff, and students. One of the concerns expressed is that accountability for loss of ECS property has not been addressed. Ms. Herrington also shared the faculty request that considerations regarding ethics and conflict of interest be included in discussions regarding bylaw revisions. In this regard, she stated that faculty believe it is important for everyone in the College community, (faculty, staff, administration, and the Board) to be mindful of ethics and conflict of interest

policies. Overall, Ms. Herrington stated that the faculty is happy with all of the work done by the Board. Mr. Altmeyer thanked her and the faculty for their work and feels good about the current relationship.

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

### **College Updates**

Mr. Koon stated that the ECS lot is open for parking as of today. It provides 22 temporary parking spaces. The College is continuing conversation with the City. Recently, when the Ziegenfelder Company had the fire, we provided space for them to conduct trainings to their employees in order that they be continued to be paid. Also, they were able to use the multi-purpose room to re-do their W-2's and other employee paperwork that was lost in the fire.

On Tuesday, the Medical Assisting program had a good report on their re-accreditation visit. This is un-official. We will receive final notification once the team completes their process.

The US Department of Education also unofficially notified us this week that our default rate is at 18%. This is the lowest it has been since 2001. We will receive official notification in September.

Regarding this legislative session, it has been very noisy but limited on action for us. SB 1 is in the House Finance and has been since 2/22. Four year colleges were recently added to be included as part of the legislation. Campus Carry is now in the Senate. If passed, it would go into effect 2020 and colleges would need to work next year for implementation.

We are still waiting to hear from the Governor and the Legislature on the budget.

Wetzel County Schools restarted the Wetzel County Career Center and Northern will be offering non-credit Intro to Welding courses. The new program starts this evening and is filled with a waitlist for an additional class.

Mr. Barnhardt overviewed the new website. The old website was completed in 2011.

Mr. Koon stated that the recent faculty grievance was resolved at Level 1.

### **Save the Date – Commencement, May 10<sup>th</sup> at 7:00 pm**

Mr. Koon invited the Board to help confer degrees at Commencement. If you plan on attending, please let Ms. Kappel know by Friday, May 3<sup>rd</sup>.

### **HLC Update**

Mr. Koon stated that the Institutional Action Council hearing is set for March 19<sup>th</sup>.

### **Blue Ribbon Commission**

As of right now, there is not any action on it. One possibility that might come out this year is that the Compact will be done away with for future years.

## **6. Administrative Reports**

### **Chief Financial Officer/Vice President of Administrative Services**

#### **Financial Update**

Mr. Sayre referenced the fund tracking document included in the Board packet and where the financials are year to date. He stated that there were two anomalies in the grant detail. The Radiology Technology grant was erroneously charged payroll and will be corrected. And, the Perkins grant will often run a negative as it is based on reimbursements.

#### **Q2 Financials**

Mr. Sayre referenced the Q2 financials that are in the packet. He asked if anyone has any questions, please let him know. Also, if there anyone would like to have Costanzo and Associates, who does the financials, here for a future meeting, please let him know.

#### **Administrative Services Update**

Mr. Sayre stated that there are several capital projects underway. They are also in the process of updating computers in the libraries and classrooms. The plan is to replace a computer every five years. An IT plan is being updated, reviewed by the IT Committee and will be shared with the Board very soon. ABM is also doing an investment grade audit on lighting, HVAC, etc. They will come back with recommendations before any action is taken.

#### **Draft Tuition, Fees & Budget**

Mr. Koon and Mr. Sayre have been working on a draft tuition, fees, and budget. Mr. Koon stated that we have not received anything definitively from the state. Enrollment is still down and will need to account for that. Tentatively, there could be a tuition increase between 3-7%.

### **Vice President of Student Services**

#### **Enrollment Update**

Ms. Fike referenced the enrollment reports that were distributed to the Board members. Headcount is currently at 92.76% of goal and FTE is at 95.27% of goal. Mr. Altmeyer asked if we are doing what we can to market. Ms. Fike stated that we are on it and the new admissions counselor is out in the schools. The Spring Open House is scheduled for April 6<sup>th</sup> on all three campuses.

#### **Board Development**

As part of the continued Board Development, Ms. Fike highlighted Student Services information that relates to certain Board of Governors rules. These include the Student Code of Conduct; Crime Awareness and Campus Security; Sexual Assault Rule; Interpersonal Violence Rule; Student ID Rule; Tracking Student Written Complaints; Tobacco Free Campus Rule; and Alcohol and Drug Free Environment. There are also rules related to Student Processes including Financial Aid rules (Credit Cards for Students rule;

Higher Education Adult Part Time Student Grant program; and Renewal of Promise Scholarship Rule) and Admissions, Registrar and Record rules (Acceptance of AP Credit Rule; PLA Credit; Military Withdrawal Rule; Admission and Fees for Resident and Non-Resident; Standards of Academic Progress Rule; and Catalog Rule).

On an annual basis, the Clery Report is presented to the Board as an informational item. Ms. Fike overviewed the Clery Act and its requirements. There are different categories for campus crimes. There are also different reporting locations which includes on campus; public property; and non-campus.

## 7. Old Business

Ms. Thomas asked if there had been any follow up on the lab tech program that Mr. Artman mentioned last month. Dr. Loveless responded that she has used software to look at the program and someone is writing a tech grant to see if we can get anything to help fund it. There is not a high demand at the moment but analytics predicts there will be a high demand in the future.

## 8. New Business

Mr. Koon asked if there were any questions on the materials he sent out regarding the bylaws. After some discussion, it was decided that Mr. Koon and Ms. Kappel will start the process and redline the existing document. Mr. Altmeyer identified Mr. Greene, Mr. Kefauver, Mr. Koon, and Mr. Altmeyer as a Committee to look at these.

Mr. Koon asked about the Protocol for Governance by Policy and if they wish to do away with it, use portions of it, etc. Mr. Altmeyer stated that he will defer to the Committee to decide what to do with it.

## 9. Executive Session

Mr. Kefauver made a motion the Board enter into executive session at 6:44 pm to discuss personnel and the presidential search. Mr. Altmeyer seconded the motion. Motion carried.

Mr. Altmeyer made a motion the Board comes out of Executive Session at 7:05 pm. Mr. Kefauver seconded the motion.

Mr. Altmeyer stated that while in Executive Session, the Board of Governors discussed personnel and the presidential search update.

## 10. Adjournment

The meeting adjourned at 7:06 p.m.

Minutes respectfully submitted by,

Stephanie Kappel  
Assistant to the President

Minutes approved by,

Larry Lemon  
Board of Governors Secretary