

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, August 29, 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, August 29, 2019 in the B&O Board Room on the Wheeling Campus.

1. Call to Order

Mr. Artman convened the meeting at 5:00 p.m.

2. Roll Call

Members in attendance were: Brann Altmeyer; David Artman; Larry Lemon; Shelly Thomas (by phone); Chris Kefauver; Shelly Reager; and Sara Morehead (by phone). Excused: Richard Barnabei; Bob Contraguerro, Jr.; and Tad Greene.

Guests included: J. Michael Koon, Interim President; Dr. Jill Loveless, Vice President of Academic Affairs; David Barnhardt, Director of Marketing and Public Relations; Jeff Sayre, CFO/Vice President of Administrative Services; Janet Fike, Vice President of Student Services; Dr. Pam Sharma, Vice President of Institutional Effectiveness; and Larry Tackett, Vice President of Economic Workforce & Development.

3. Approval of Minutes (May 16, 2019: June 13, 2019: June 19, 2019: July 16, 2019: July 31, 2019: and August 14, 2019)

Mr. Artman made a motion the Board approve the minutes of the following meetings: May 16, 2019: June 13, 2019: June 19, 2019: July 16, 2019: July 31, 2019: and August 14, 2019 as presented. Mr. Altmeyer seconded the motion. Motion carried.

4. Board Chair Report

There was no Board Chair report.

5. President's Report

College Updates

Mr. Koon provided an update on campus activities. Classes started this week. Everyone is excited to be back. All of the IP video classrooms, which are two rooms on all three campuses, have been redone.

He noted that the Chemical Operator Program Director retired. This was a state grant funded program that was started in an off semester so it wasn't working very well. At this time, the program is not being discontinued but students are currently not being accepted for the program for the fall semester while the College looks at revamping the program. The chemical plants in New Martinsville have changed since the program was started. At this time, there is no reason for the Board to take any action.

Over the summer, WVNCC received approximately \$1.7 million in grants. These included funding for the Weirton welding program; a Medical Lab Technician program; the Governor's Jobs & Hope grant to offer a certified testing center for welding; and early entrance funding. Several of these grants were received without a request. Mr. Altmeyer suggested that Mr. Barnhardt do a news release on this.

Mr. Koon also provided an update on the strategic spending of reserves. The breakdown for the first year is 40% facilities improvements; 40% mini-grants for programmatic improvements; and 20% for president's discretion such as paying for the presidential search, a match for the Weirton welding project, etc. Some projects that were funded with

the mini-grants include the anatomage table, the maker space, drone technology, a new view book. Ms. Thomas asked if the anatomage table was only for Wheeling and it is at this time. At some point, the plan would be to get one for the Weirton campus. The facilities improvements have included such projects as a workspace for faculty in New Martinsville to print, a functional instructional space upstairs, the B & O auditorium, and snack bar.

Mr. Koon highlighted several of the accomplishments during the past year. These have included: removal of HLC probation and working on the monitoring report; set up of the Institutional Effectiveness office; and updates in the marketing area to include a new website; a WVNCC app; and a part time position made full time. On the academic side, there is a new faculty orientation program; new software systems including one for the catalog; Guided Pathways; the MetaAdvisor model; and advances in assessment and program review. In Student Services, there has been a reorganization to include a staff person for special populations and the one stop shop Service Center now includes the cashier. The new recruiter is doing a fantastic job. The final report for the financial aid audit should be out soon and we anticipate it being a clean report. Facilities has completed or is in the process of completing a number of projects. These include: the ECS lot; roofs in New Martinsville and Weirton; IP Video; B & O Auditorium; vending area; New Martinsville Service Center and new bathrooms in Weirton. Additional partnerships have been formed. These include the City of Wheeling regarding the abandonment of 18th Street; the Weirton welding building with the BDC; the two agreements signed with West Liberty University; and new partnerships on early entrance. Mr. Koon will try to put together a written plan with the mayor on the greenspace.

Special Resolutions

Mr. Artman thanked Melanie Baker for her role as Staff Representative from July 2015 until June 2019 and presented her with a special resolution. He also thanked Brann Altmeyer for his role on the Board of Governors and his role of Chair from 2016-2019 and presented him with a special resolution. Mr. Koon also received a special resolution for his role of Interim President during the last thirteen months. The Board expressed their appreciation.

6. Administrative Reports

Chief Financial Officer/Vice President of Administrative Services

Financial Update

Mr. Sayre provided an update on the fund tracking document provided in the Board packets. He stated that if anyone had any questions, please let him know.

Administrative Services Update

Mr. Sayre overviewed the summary provided in the Board packet. The fiscal audit is in the process of being finalized. Draft financials are to be completed by September 15th with final financials by October 1st. The heating and cooling in the ITC is still being fixed. Final payment is being held until project is completed with no issues. He stated that the B & O auditorium and snack depot look nice. If any project costs over \$250k, it will be brought back to the Board. There have been several minor equipment issues on HVAC items on all three campuses. Temporary fixes are in place with more permanent solutions being explored. He suggested that instead of the energy audit, they will start working on repairs. The Sightlines report from 2017, which was part of the state audit, gave facility breakdowns with estimates of what needs repaired and until how long equipment will work. Ms. Reager asked about the historical match of any window repair in the B & O. Mr. Sayre responded

that they are arranging a meeting with a state agency who specializes in historic preservation.

There was a discussion about which company would be doing the energy audit and if it was a worthwhile project. Mr. Sayre stated the company was ABM. Ms. Thomas asked to whom did the companies present to and Mr. Sayre responded that it was only the maintenance staff that received the presentation. Mr. Artman stated that it was cheaper for them to change the bulbs themselves to have a company come in and do it for them. Mr. Sayre stated that the ABM has proposed about \$750k for controls for HVAC.

Quarterly Financials

Mr. Sayre highlighted the third quarter financials provided in the Board packet. He noted that on page three, there is a rather large loss on there but that it is only because any state appropriations or aid had not been applied at that time. There has also been an increase in wages and the strategic spending has reduced the net position.

Vice President of Student Services

Enrollment Report

Ms. Fike stated that headcount is a little down from last year but that we still have two more weeks to add a number of late start classes. Some classes will start in October. FTE is ahead of this time last year. The improved advising process is leading students to take a better course load. Once the enrollment numbers are finalized, Ms. Fike anticipates FTE will be at or above 100%.

Ms. Fike provided an update on WV Invests, the free community college bill. To date, there are sixty three students who have completely finished and awarded grants for fall 2019. There are still another sixty or so in the pipeline who have different items that need to be completed before they can receive the grant. Ms. Fike stated that out of the students so far that were drug tested, the passage rate is 99.2%.

Vice President of Institutional Effectiveness

Graduation Report

Mr. Koon and Dr. Sharma have developed a schedule for Institutional Research to present at the Board meetings during the next year. This month, Dr. Sharma will be presenting on the graduation report. The data focused on the number of degrees and certificates awarded; program graduation rates; average number of credits completed; average completion time in years; degree/certificates by gender; degrees awarded by student type; degree completion by race; goal completion and satisfaction with WVNCC. Dr. Sharma stated that the response rate has gone up. Mr. Artman asked about the enrollment drop from 2016-2017 compared to 2018-2019. A number of factors effect that including the local economy. Mr. Koon added that the rate of completion has gone up from 11% to 22%.

Vice President of Economic & Workforce Development

Workforce Updates

Mr. Tackett gave a presentation on Workforce and what it is that they do. He described the non-academic side and the training that is done with local companies based on their needs. They do continuing education which is training on a set schedule on the academic side. For

example, in New Martinsville, there is a welding class in the reopened tech center. There is also an entrepreneurship program in New Martinsville that covers a variety of topics. Community education is another component of Workforce. These are the personal enrichment classes and tend to be one of the more popular options. For example, there is a senior aerobics class in Weirton. Classes can be on a variety of topics such as quilting, wine making, wine pairing and foods, spices, home canning, etc. There is also the testing center that includes Pearson, Adobe Photoshop and others for specific testing from various companies. Looking ahead to the future of workforce, entrepreneurship will be an area that more resources will be put into. Recently, the community college presidents have signed an agreement to join an entrepreneurship program. There will be a forum in the fall on training and entrepreneurship. In addition to all of these items, workforce is also in development on apprenticeship programs, advance grants and other trainings.

7. Old Business

Mr. Koon referenced the edited 2001 Board of Governors by-laws as provided in the Board packet. He made changes based off of current state code to make them more relevant to today.

Mr. Lemon made a motion the Board adopt the by-laws as presented. Ms. Thomas seconded the motion. Motion carried.

8. New Business

Ms. Thomas asked about the possibility of having meetings at the other campuses. There was consensus that this should be done. The October meeting will be in Weirton and the March 2020 meeting will be in New Martinsville.

9. Executive Session

Mr. Kefauver made a motion the Board enter into executive session at 7:00 pm to discuss personnel. Ms. Thomas seconded the motion. Motion carried.

Mr. Kefauver made a motion the Board comes out of Executive Session at 7:11 pm. Ms. Reager seconded the motion.

Mr. Artman stated that while in Executive Session, the Board of Governors discussed the compensation for J. Michael Koon during the presidential transition.

Mr. Artman made a motion that the Board enter into an agreement with J. Michael Koon to provide assistance during the transition period from 9/16/19-12/15/19 not to exceed \$9600. Ms. Thomas seconded the motion. Motion carried.

10. Adjournment

The meeting adjourned at 7:12 p.m.

Minutes respectfully submitted by,

Stephanie Kappel
Assistant to the President

Minutes approved by,

Larry Lemon
Board of Governors Secretary