

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, January 16, 2020 -- 5:00 p.m. – Weirton Campus**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, January 16, 2020 in the B & O Board Room on the Wheeling Campus.

1. Call to Order

Mr. Artman convened the meeting at 4:59 p.m.

2. Roll Call

Members in attendance were: David Artman; Richard Barnabei (by phone for a portion of the meeting); Larry Lemon; Shelly Thomas; Chris Kefauver; Shelly Reager; and Matt Van Fossen. Excused: Brann Altmeyer and Bob Contraguerro, Jr.

Guests included: Dr. Dan Mosser, President; Dr. Jill Loveless, Provost; Jeff Sayre, CFO/Vice President of Administrative Services; Dr. Pam Sharma, Vice President of Institutional Effectiveness; Larry Tackett, Vice President of Economic Workforce & Development; Peggy Carmichael, Chief Human Resources Officer; and Janet Fike, Vice President of Student Services.

3. Approval of Minutes (October 24, 2019)

Ms. Thomas made a motion that the Board approve the Minutes of the meeting on October 24, 2019 as presented. Mr. Kefauver seconded the motion. Motion carried.

4. Approval of Minutes (December 3, 2019)

Mr. Kefauver made a motion that the Board approve the Minutes of the meeting on December 3, 2019 as presented. Ms. Reager seconded the motion. Motion carried.

5. Board Chair Report

There was no Board Chair report.

6. President's Report

College Updates

Dr. Mosser introduced Matt Van Fossen, the new Student Board of Governors representative. Matt replaces Sara Morehead who graduated in December.

He referenced the President's Activities document that were distributed to the Board. He is in the process of compiling a summary from his SWOT analysis and listening tour. In late fall, he met with over fifteen different areas of the College gathering employee input and feedback.

Recently, Dr. Mosser, Mr. Tackett, and Ms. Mulhern met with the BDC in Weirton regarding the Weirton welding facility. Workforce is also working diligently on developing a continuing and community education course schedule. We have also volunteered to serve as a host for the northern panhandle AIM Grant Apprenticeship Coordinator.

Special Resolution

Dr. Mosser read a special resolution for Sara Morehead for her time served as the Student Board of Governors representative.

Purchasing Rule Discussion

While discussing the purchasing process at WVNCC, the Board had asked that Dr. Mosser and Mr. Sayre look at revising the Purchasing Rule. There was discussion on spending limits. For example, anything over \$100K would require Board approval. If a transaction is between \$50k-\$100k, it would require two signatures – the president and CFO. Ms. Thomas recommended that if the transaction doesn't exceed \$50k, the CFO can sign off on it. This will all be put into the Administrative Procedure. Individual Vice President's can authorize transactions up to \$10k. The President can sign off on transactions up to \$100k. There were more questions regarding dollar amounts and processes. There will be further discussion on this after the rule is revised. Mr. Sayre thinks that all of this will be better understood after the procedure is outlined. He will be sure to include levels for controls as he develops the Procedure to accompany this Rule. Ms. Carmichael stated that the Rules Committee will review what Dr. Mosser and Mr. Sayre drafted. Once the Committee reviews the Rule, it will be sent-out for 30 days. After the Rule is approved, Dr. Mosser will bring the Procedures for purchasing back to the Board as an information item.

Purchasing Rule NC-5008

Mr. Kefauver made a motion that the Board approve the request that the College proceed with updating the Purchasing Rule. Ms. Thomas seconded the motion. Motion carried.

Strategic Plan

On January 31st, there will be a Strategic Planning kick-off meeting. This process will be led by Dr. Pam Sharma. The Board is welcome to attend. A final draft of the new Strategic Plan will be reviewed and approved by the Board at the September 2020 meeting. Previously, much of the Strategic Plan was done by the state due to the compact. Recently, the legislators did away with the compact. Ms. Thomas volunteered to serve on one of the taxonomy groups. Dr. Mosser asked that they review the article on "Using External Environmental Scanning and Forecasting to Improve Strategic Planning."

7. Academic Program Changes

Chemical Operator Program Retirement

Dr. Loveless stated that she is asking the Board to approve the retirement of the Chemical Operator program. They have a teach-out plan in-place for the students in the program who will finish in May.

Mr. Kefauver made a motion that the Board approve the request that the Chemical Operator program be retired. Ms. Thomas seconded the motion. Motion carried.

8. 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 packet. Ms. Thomas asked about the number of checks that are over \$50k. Mr. Sayre responded that he will look at the number of transactions and the dollar amount when writing the Purchasing Procedures.

Administrative Services Update

Mr. Sayre stated that during a recent audit, WVNCC was issued a finding regarding student information security under the Gramm-Leach-Bliley Act. All public colleges in the state with the exception of WVU had the same finding. They are in the process of rectifying the situation.

Mr. Sayre provided an update on projects. Rich Donovan from CTCS is overseeing the parking lot projects. We are also looking at a remodel for the first floor of the B & O Building. In regards to the ATC parking lot, OCDA is looking for an architectural firm to take out the gas tanks and backfill the lot up to level with the sidewalks. Dr. Loveless is leading the process on the Bookstore RFP and hopes to have a new contract in place by July 2021.

The HVAC project will be one contract divided into two separate sections: 1. Repairs and maintenance 2. System controls. There was an outline, as provided by ABM, of all details provided in the Board packets. Mr. Sayre will send Mr. Artman the information regarding the return on investment. Mr. Sayre will not be sending this project out to bid until the Board approves moving forward.

Mr. Artman made a motion to proceed with an RFP for the HVAC project with the dollar amount for the project coming back to the Board for final approval. Mr. Van Fossen seconded the motion. Motion carried.

Mr. Sayre stated that the normal RFP process has five people on the Committee. Mr. Van Fossen asked about vetting vendors who bid and if they are researched and they are. Ms. Thomas asked if we want someone from the Board to be on RFP committee and Mr. Sayre responded that they try to pick people for the Committee that have the skillset. Mr. Kefauver will serve as the Board liaison for the RFP committee.

First Quarter Financials

Mr. Sayre highlighted the Q1 financials as prepared by Costanza & Associates. Q2 financials are in progress. Mr. Sayre stated that we are trying to stabilize declining reserves.

Vice President of Student Services

Enrollment Report

Ms. Fike stated that the spring semester starts on January 21st. We will pick-up enrollments until then as students do not see the urgency to register. They are sending reminders and making phone calls.

9. Old Business

There was no old business.

10. New Business

There was no new business.

11. Executive Session

Mr. Kefauver made a motion the Board enter into executive session at 6:21 pm to discuss personnel and real estate. Ms. Reager seconded the motion. Motion carried.

Mr. Kefauver made a motion the Board come out of Executive Session at 7:09 pm. Mr. Lemon seconded the motion. Motion carried.

Mr. Artman stated that while in Executive Session, the Board of Governors discussed real estate and personnel.

12. Adjournment

The meeting adjourned at 7:09 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel
Assistant to the President

Larry Lemon
Board of Governors Secretary