

OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, June 23, 2016 -- 5:00 p.m. -- B&O Board Room

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, June 23, 2016 in the B&O Board Room on the Wheeling Campus.

1. Call to Order

Dr. Cummings convened the meeting at 4:59 p.m.

2. Roll Call

Members in attendance were: Dr. Darrell Cummings; Brann Altmeyer; Christin Byrum; Bob Contraguerro, Jr.; Mary K. DeGarmo; David Stoffel; Melanie Baker; and Nina Elder. Excused: Jon Greer; Toni Shute.

Guests included: Dr. Vicki Riley, President; Robert DeFrancis, Dean of Community Relations; Jeff Sayre, Chief Financial Officer/VP of Administrative Services; Dr. Carry DeAtley, Vice President of Academic Affairs; and Janet Fike, Vice President of Student Services.

3. Board Chair Report

Dr. Cummings asked if the Board had a preference to discuss the nursing report now or wait until Executive Session. The nursing report was prepared to answer several of the questions that were brought up at the last Board of Governors meeting as a result of the findings from the March 2016 visit of the West Virginia Board of Examiners for Registered Professional Nurses. After a brief discussion, the nursing report will be discussed in Executive Session.

4. President's Report

Dr. Riley introduced Jeff Sayre, the new CFO/Vice President of Administrative Services who began work at WVNCC on May 1st. She is looking forward to working with him and appreciates that he is bringing an external business perspective.

Proposed FY 2017 Budget

Dr. Riley overviewed the FY 2017 Budget. We did not receive official notification of the final budget appropriations until late Tuesday. There were only a few minor changes to the budget from the last time it was presented to the Board of Governors. This included an increase in PEIA and costs for the institution.

Mr. Sayre added that he was not in on the budget formulation but he is available for any questions. Ms. DeGarmo inquired about the grant positions and Dr. Riley stated that she wanted to get them on the books. Next year, some of the grant positions will start coming out of the institutional personnel budget. Mr. Stoffel asked about working with cost center numbers and profitability. Mr. Sayre stated that he would be happy to share paperwork on the internal working mechanisms on the budget process with the Board of Governors moving forward.

Dr. Riley added that Dr. DeAtley is working with the Institutional Research department to develop a program viability model.

Mr. Altmeyer made a motion the Board approve the FY 2017 Budget as presented. Ms. DeGarmo seconded the motion. Motion carried.

FY 2017 Tuition

For the record, the 4.9% tuition increase (\$6 per credit), approved at the March 24, 2016 Board of Governors meeting, will be the FY 2017 tuition rate. This brings the cost of in-state tuition to \$131 per credit hour.

5. Administrative Reports

Program Updates

Dr. DeAtley asked for approval to suspend the Appliance Repair, CAS program citing low enrollment and a change in the industry. She stated that they are only asking for a suspension at this time so that they may keep an eye on the program and need for now. She also asked that the Board delete the CIT – CISCO Networking, CAS program at this time, citing low enrollment and referring a student to another area college for a course this spring. Mr. Altmeyer asked if the suspension and/or deletion of either program would eliminate a faculty position and Dr. DeAtley stated that it would not.

Mr. Stoffel made a motion the Board approve the suspension of the Appliance Repair, CAS and delete CIT – CISCO Networking programs. Ms. Byrum seconded the motion. Motion carried.

Dr. DeAtley announced that the Accelerated Chemical Operator Program will begin on July 5th.

Dr. Cummings asked Dr. DeAtley to make sure that we are staying on top of the nursing program and that we do better than we have done recently. She stated that she has met with the students and program director to find ways to improve processes. He reminded her that the outcomes of nursing are under her purview.

Enrollment Update

Ms. Fike stated that as of right now, we are at 45% of our headcount enrollment goal which puts us right in line with this time last year. The recent health program orientations helped increase our enrollment for the fall. She added that our start date for this year is August 29th which is later so we could pick up students who recently started at West Liberty University or West Virginia University and decide that they wish to be closer to home or want smaller classes.

Mr. Altmeyer asked if the students who attended the health orientation session were all nursing students and Ms. Fike stated that they were non-nursing health students such as Patient Care and Medical Assisting. These are general admission programs. He asked if the students in Patient Care would eventually be nursing students. Ms. Fike stated that Patient Care Tech is overflow for nursing until they are admitted into program so some of them will end up being nursing students. Dr. DeAtley added that retention of the nursing students will continue to be an issue.

Dr. Cummings asked how our advertising is going and Mr. DeFrancis stated that we are aggressively marketing in the area on television, billboards, and area newspapers.

Facilities Update

Mr. Sayre provided an update on the ATC parking lot. During the last week of May, he met with Greg Stewart of the Ohio County Development Authority and Rich Donovan from the

HEPC offices. Mr. Stewart is to get a consultant for the project but would not commit to a fix and repair. Mr. Sayre will continue to follow up with him. Mr. Altmeyer cautioned to make sure the statute of limitations does not expire. Mr. Sayre will check date of purchase.

M & G Architects was chosen for the WESCO Building. There will be a kick off meeting with them on June 29th. The goal for the first meeting is to get a timeline for the building project.

6. Old Business

There was no old business.

7. New Business

There was no new business.

8. Executive Session

Mr. Altmeyer made a motion the Board enter into executive session at 5:25 pm to discuss the President's Contract and the Nursing Report. Mr. Contraquerro seconded the motion. Motion carried.

Ms. DeGarmo made a motion the Board come out of Executive Session at 5:56 pm. Mr. Stoffel seconded the motion. Motion carried.

There was no action taken in Executive Session regarding the Nursing Report.

Mr. Altmeyer made a motion that the Board enthusiastically supports the renewal of Dr. Riley's contract for one more year, no salary change, with a \$5,000 contribution to a deferred compensation plan, with an option to review an extended contract no later than the fall or up to six months after this meeting. Ms. Byrum seconded the motion. Motion carried.

9. Adjournment

The meeting adjourned at 5:58 p.m.

Minutes respectfully submitted by,

Stephanie Kappel
Assistant to the President

Minutes approved by,

Christin Byrum
Board of Governors Secretary