

**OFFICIAL MINUTES  
BOARD OF GOVERNORS MEETING  
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE  
Thursday, September 28, 2023 – 5:00 p.m. – Wheeling Campus**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, September 28<sup>th</sup> 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 5:00 pm.

**2. Roll Call**

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

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 Tervalá, Vice President of Learning. Other guests included Tami Alfred, Lisa Soly, and Justin Miller.

**3. Board Chair Report**

Ms. Carenbauer stated that she attended the United Way Day of Caring on September 13<sup>th</sup> and the Wellsburg Bridge opening on September 30<sup>th</sup>.

Ms. Carenbauer also presented a resolution to Board member, Dave Artman, for his continued role on the Board and as a thank you for his four-years as Board Chair.

**4. Approval of Minutes (August 24, 2023)**

Mr. Kefauver made a motion that the Board approve the Minutes from the meeting on August 24, 2023 as presented. Ms. Curto Wilson seconded the motion. Motion carried.

**5. President's Report**

Dr. Mosser reported that the beginning of the semester started smoothly. He was pleased to report that parking lots are currently open and accessible.

We have been working with area school districts in our service area for Dual Enrollment Pathway Program agreements. We have signed agreements with Marshall, Wetzel, and Brooke. Hancock County is reviewing their agreement and we expect them to sign soon. We have been having difficulty in getting anything set up with Ohio County Schools.

Last week, our Title III consultant was here for a monitoring visit. There will be two CDL Driving simulators delivered and installed next week on the Weirton and Wheeling campuses. The next Rural Guided Pathways institute is scheduled for October 18-20<sup>th</sup>. Northern has been invited to apply for Achieving the Dream's next cohort (2025-2027). Proposals are due in November. This is a very selective opportunity and we would be the

first community college in West Virginia to participate.

Dr. Mosser asked the Board to save the dates for the Board of Governors Summit in Charleston on October 11 & 12. December 7<sup>th</sup> is Yuletide at 5:30 pm in our Culinary Arts Dining Room. Commencement is scheduled for Friday, May 10<sup>th</sup> at 7:00 pm at Wesbanco.

## **6. Administrative Reports**

### **Vice President of Student Care and Success**

#### Student Services Annual Report and ACTion Center Update

Ms. Fike and her team provided an overview of the Student Success Center. This area includes the ACTion Center (Advising, Career and Transfer), Admissions, Campus Academic Advisors, Enrollment Management, Financial Aid, Records, Student Activities and Student Success Centers. They are assisting with early entrance applications. The Service Centers on each campus have been remodeled to be more accommodating to students. There was a report out on the amount of financial aid funds disbursed.

### **Director of Institutional Advancement**

#### Foundation Annual Report

Ms. Spurlock presented on the Foundation and its structure. They lend the institution support in terms of emergency assistance, scholarships, institutional projects, and faculty/staff mini grants. In the last year, they have hosted a scholarship breakfast and a golf outing at Oglebay. They are planning an alumni event on October 13<sup>th</sup>.

### **CFO/Vice President for Administrative Services**

#### Financial Update

Mr. Sayre highlighted the fund tracking document provided in the Board packet. He was pleased to report that we have received word that we have a clean audit and the auditors will present on it at the October Board meeting. In addition, we did receive funding from the Governor's office for deferred maintenance on the B & O Building and the Courtyard.

### **Vice President for Planning, Institutional Effectiveness and Research**

#### Enrollment Trend Data

Dr. Sharma presented the results on the annual enrollment trends. She highlighted the workforce, credit, and total headcount trends from the last five years. We are up in every category of headcount. We have also increased early entrance,

**7. Old Business**

There was no old business.

**8. New Business**

There was no new business.

**9. Executive Session**

Mr. Kefauver made a motion that the Board enter executive session at 5:56 pm to discuss real estate. Ms. Curto Wilson seconded the motion. Motion carried.

Mr. Artman made a motion that the Board come out of Executive Session at 6:03 pm. Mr. Lemon seconded the motion. Motion carried.

**10. Adjournment**

The meeting adjourned at 6:04 p.m.

Minutes respectfully submitted by,

Minutes approved by,

\_\_\_\_\_  
Stephanie Kappel  
Executive Assistant to the President

\_\_\_\_\_  
Larry Lemon  
Board of Governors Secretary