

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, August 27, 2015 -- 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 27, 2015 in the B&O Board Room on the Wheeling Campus.

1. Call to Order

Dr. Cummings convened the meeting at 5:02 p.m.

2. Roll Call

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

Guests included: Dr. Vicki Riley, President; Steve Lippiello, Chief Financial Officer/Vice President of Administrative Services; Dr. David Shahan, Vice President of Economic Workforce and Development; Janet Fike, Vice President of Student Services/Director of Financial Aid. Others: Rana Spurlock.

3. Approval of Minutes (May 28, 2015)

Mr. Altmeyer made a motion the Board approve the minutes of the meeting of May 28, 2015 as presented. Mr. Greer seconded the motion. Motion carried.

4. Approval of Minutes (June 23, 2015)

Ms. Byrum made a motion the Board approve the minutes of the meeting of June 23, 2015 as presented. Mr. Greer seconded the motion. Motion carried.

5. Board Chair Report

There was no Board Chair report.

6. President's Report

Dr. Riley welcomed the three newly elected Board of Governors representatives: David Stoffel, Faculty Representative; Melanie Baker, Classified Staff Representative; and Nina Elder, Student Representative. She also introduced the new Director of Institutional Research, Hope Coffield and Dr. David Shahan, Vice President of Economic Workforce and Development. Dr. Cummings welcomed all.

Interpersonal Violence Rule

Dr. Riley explained that the College is asking for approval on the 1st Reading for the Interpersonal Violence Rule. She stated this would help Northern with federal government requirements for Title IX. The rule has been drafted and reviewed by the Rules Committee and submitted for comments.

Mr. Greer made a motion to approve the 1st reading of the rule. Mr. Stoffel seconded the motion. Motion carried.

Highlights

Dr. Riley provided an update on the highlights from over the summer. Southwestern Energy made a donation of \$250,000 for Endowed Scholarships for Petroleum Technology. There was a \$280,000 WV Advance Grant received for Mechatronics and Petroleum Technology Enhancement. WVNCC was named to the President's 2014 Higher Education Community

Service Honor Roll for the fourth consecutive year.

Classes started on Monday and we are off to a busy year. College Day was held on August 18th for all faculty and staff. We are starting the process for the next five year strategic plan as well as preparing for the next HLC accreditation visit. She also reported that the Interim Chancellor has asked institutions to hold back 3% of budget for a potential mid-year cut.

Community Outreach

Over the summer, Dr. Riley participated in many community activities including the YMCA “Light of the Valley” Recognition Luncheon, Youth Service System’s 2015 Good Samaritan Tribute Dinner, Ohio Valley Ministerial Alliance, Wheeling Newcomers Club, OVAC All-Star Football Game, Ohio County Business Roundtable with state attorney general, Wheeling Arts Festival, WVNCC Foundation’s annual golf scramble, WVNCC Foundation Board meeting and Finance Committee meeting, Wheeling Chamber Board of Directors as well as several other events.

7. Foundation Presentation.....Rana Spurlock

Ms. Rana Spurlock, Institutional Advancement Coordinator, presented information on the WVNCC Foundation. The Foundation provides about \$67,000 in scholarships to students. There is an Emergency Assistance Fund which can provide \$500 a semester to a student to help out with gas, car repairs, school supplies, etc. A student may apply and receive this up to two times during their time at WVNCC. This really helps with retention and providing an opportunity for students to complete their education. Ms. Spurlock also discussed NIP credits and how they can help donors and students.

In addition, the Friends groups host the annual Wheeling dinner fundraiser for scholarship opportunities. For the spring 2016 dinner, they will be honoring Joe Eddy who has actively been involved with their group. There will also be a dinner in October with the New Martinsville campus Friends group. The Foundation also hosts an annual golf outing as well as a 5k race.

Ms. Spurlock stated that she hopes to be able to report 100% participation from the Foundation Board. Dr. Riley emphasized how much the Foundation helps support students staying in school which is critical to their success.

8. Administrative Reports.....Janet Fike

• Enrollment Report

Ms. Fike provided an update on the fall enrollment. Currently, we are at 85% on headcount and FTE. She believes having Kim Locy, Counselor/High School Liaison, teaching College 101 in six area high schools will help with enrollment. She stated that one of the reasons our enrollment is down is due to students either returning to work or citing health or personal issues as reasons they are unable to return.

Dr. Riley stated that we had dropped this year’s fall goal by 450 FTE to make it a more realistic target.

- **Default Update**

Ms. Fike provided an update on the default rates. The 2012 final rate will most likely be above 30% but the 2013 draft rate is around 27% but we will not final until September. She does not see any issue with us losing aid. The 2014 group is currently at about 14.2%.

The state has contracted with Ed Financial to help the institutions work with students in completing appropriate paperwork.

9. Old Business

There was no old business.

10. New Business

Election of Officers

Mr. Altmeyer motioned for the approval for the continuation of this past year's officers. Mr. Greer seconded the motion. All members voted in favor of Dr. Cummings being nominated as chair of the Board for a fourth term (2015-2016); Ms. DeGarmo was elected as vice-chair of the Board (2015-2016); and Ms. Byrum was elected as secretary of the Board of Governors (2015-2016).

11. Executive Session

Dr. Riley deferred going into Executive Session as the Board had already approved the acquisition of the Wesco Property. They hope to use the building to expand several of the technical programs.

Mr. Lippiello stated that they are still working on several of the items required by the WV Council but plan to have it on the October Council agenda. Mr. Lippiello reported that one of the due diligence items is the Phase I Environmental Study which is 50% completed. A local contractor provided an appraisal. He anticipates the Environmental Study being completed by mid-September. He thanked Mr. Altmeyer for his firm's help with the title search. In addition, Mr. Lippiello reported sending the site map to Rich Donovan at the Council. Vic Greco has also toured the facility with other engineering/architectural firms. This report should also be received by mid-September.

12. Adjournment

The meeting adjourned at 5:31 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel
Assistant to the President

Christin Byrum
Board of Governors Secretary