

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, October 22, 2020 -- 5:00 p.m. – Wheeling Campus**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, October 22, 2020, in the B & O Board Room on the Wheeling Campus and via Zoom video conference call.

1. Call to Order

Mr. Artman convened the meeting at 5:01 p.m.

2. Roll Call

Members in attendance via Zoom video conference call were: Brann Altmeyer; David Artman; Richard Barnabei; Amy Dobkin; Christine Mitchell; Shelly Thomas; Chris Kefauver; and Matt Van Fossen. Excused: Bob Contraguerro, Jr.; Larry Lemon; Ron Scott, Jr.; and Shelly Reager.

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; Dr. Phil Klein, Vice President of Economic Workforce & Development; David Barnhardt, Director of Marketing and Public Relations; Janet Fike, Vice President of Student Services; Robert Brak, Director of Human Resources Development; Rana Spurlock, Director of Institutional Advancement, Zach Abraham, AlignHR; Janelle Friedline, Align HR; Nancy Gunza, CliftonLarsonAllen, LLP; Aaron Crall, CliftonLarsonAllen, LLP; and Jennifer Grossman, CliftonLarsonAllen, LLP.

3. Board Chair Report

Mr. Artman stated that he was able to attend the tour of the lot at the Serbian Cultural Center for the future CDL program. He was also at the meeting regarding EMS and 911 in Hancock County and potential partnerships. He complimented staff for the good economic outreach now happening.

4. Approval of Minutes (September 24, 2020)

Ms. Thomas made a motion that the Board approve the Minutes from the meeting on September 24, 2020 as presented. Mr. Barnabei seconded the motion. Motion carried.

5. President's Report

Coronavirus Update

Dr. Mosser stated that the COVID Task Force continues to meet weekly responding to employee and student questions. There is a new tab at the top of our website with up to date information. We are in the third week of new COVID surveillance testing. Cases will likely increase as we head into the traditional flu season. The Fall schedule has been adjusted -- all classes will be online after Thanksgiving. There is a tentative plan for the Spring schedule but we have to wait until it gets closer to plan accordingly.

College Updates

Dr. Mosser stated that Commencement is scheduled for May 14th. We plan to honor our 2020 and 2021 graduates.

He stated that we will try to have a luncheon for the December Board of Governors meeting (COVID pending). Ms. Kappel will send out a Doodle poll next week to determine date/time

preferences.

The Continuous Improvement Council and the Strategic Planning Committee are meeting and plan to have a document for Board for approval at the meeting in December. A draft will be sent to the Board for preview in November.

We are starting to plan for a Title III grant application in Spring 2021. Funds will be used to improve programs and services around Student Success and Completion. It will be a three to five-year grant-funded project.

We are currently advertising for a CDL Program Director and are planning a February 2021 start of the program. We have found a paved lot in Weirton and are in the process of trying to find something in Marshall or Wetzel County. There has been a delay with getting this program started due to COVID.

**6. CliftonLarsonAllen, LLP
Independent Auditors Report**

Board members received a copy of the WVNCC Report on Audit on Financial Statements for the years ended June 30, 2020 and 2019 as prepared by CliftonLarsonAllen, LLP. Nancy Gunza from CLA reviewed the report with the Board. Regarding financial reporting, compliance and other matters, there were no material weaknesses, or any other matters noted.

Ms. Thomas made a motion the Board approve and accept the auditor's report and financial statements as presented to the Board. Mr. Barnabei seconded the motion. Motion carried.

Rules Review and Update

7. NC-4005 Tracking Written Student Complaints Rule -- 1st & 2nd Reading

Ms. Fike stated that as required by HLC, we have updated our Rule for tracking written student complaints to comply with their requirements. This version replaces the previous version.

Ms. Thomas made a motion that the Board approve the 1st and 2nd Reading of the NC-4005 Tracking Written Student Complaints Rule as presented. Mr. Barnabei seconded the motion. Motion carried.

8. NC-4007 Student ID Rule -- 1st & 2nd Reading

Ms. Fike stated that the previous rule had outdated replacement fees and needed to be updated. After some review, the College decided not to charge replacement fees at all. Ms. Mitchell asked a few questions on student access for buildings.

Ms. Thomas made a motion that the Board approve the 1st and 2nd Reading of the NC-4007 Student ID Rule as presented. Mr. Kefauver seconded the motion. Motion carried.

Administrative Reports

9. 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. He stated that \$1.35M was transferred from the auxiliary reserve to the annual capital fund to finance the encumbrance of the parking lot project. The auxiliary reserve was developed in the past and is not necessary for annual operation.

Administrative Services Update

There are several projects underway including the parking lots, HVAC controls and repairs, battery back up in IT rooms, Surg Tech upgrade, technology upgrades, New Martinsville Student Lounge refresh, a vehicle purchase and virtual tour. For the HVAC, the evaluation committee selected Tower Engineering to be the MEP firm to lead the project. Ms. Thomas asked about progress on the vehicle replacement -- the insurance reimbursement check was received a few weeks ago. Mr. Artman thanked Mr. Sayre for his update.

Vice President for Student Services

Student Services Annual Presentation

Ms. Fike provided an update on the Student Services division. They are testing a CRM as part of the recruitment process. There are several virtual Open House's in November that are organized by program area. Several new endeavors include: they have purchased a chat feature for the website that connects students with all the Student Services areas; they are using Microsoft Teams groups for better communication among staff and faculty; and they have added a virtual attendant. The drive thru registration events have been quite successful in increasing registrations. Student Activities moved all summer and fall activities to online or drive in/pick up events. We have recently purchased Campus Logic a financial aid solution for one stop online forms and document submission. Mr. Artman commented on the technology integration and how we are moving forward given the times/challenges we face.

Census Enrollment Report

Ms. Fike provided an update on our census enrollment. We should pick up a few more students before the semester is over.

Vice President for Planning, Institutional Effectiveness and Research

HLC Update

Dr. Sharma provided an update on the HLC process. There is a monitoring report due in December. The next reaffirmation is 2022-2023. Mr. Artman asked what the Board can do to support the process. Dr. Sharma stated that the co-curricular assessment is completed, we are on track, and should be in good shape for the December deadline.

10. General Compensation Review Report

Zach Abraham and Janelle Friedline from AlignHR discussed their General Compensation Review that was in the Board packet. During their review, they did not find any big issues to report. They reviewed the current pay structure, transition and communication of the new

pay structure, and review of the current compensation data. They did discover a few mistakes but nothing major. They spoke to Patricia Humphries, Vice Chancellor for Human Resources at the HEPC. When the process was rolled out at WVNCC, there was a culture of distrust that was not very positive. Communication of the changes could have gone a lot better. It was not explained clearly and there was little discussion about it due the mistrust. Ms. Humphries has offered to come speak to the Board or the campus community. Due to data being available to the public on the HEPC website, WVNCC and another school were the only ones of the community colleges to report their data in the new format. The other schools moved to it, but it was not showing on the public site which led to some of the internal confusion. Other confusion included college employees voting on whether to make all staff classified or divide current staff into non-exempt employees and exempt employees as defined in HB 2542. Mr. Artman stated that he was glad to hear that there were no compliance issues but disappointed with how it was communicated and rolled out. Dr. Mosser thanked Mr. Abraham and Ms. Friedline for their work.

Mr. Artman made a motion that that the Board accepts the AlignHR General Compensation Review Report as presented. Mr. Kefauver seconded the motion. Motion carried.

11. Old Business

There was no old business.

12. New Business

There was no new business

13. Adjournment

The meeting adjourned at 6:40 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel
Executive Assistant to the President

Larry Lemon
Board of Governors Secretary