

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, April 25, 2019 -- 5:00 p.m. -- B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, April 25, 2019 in the B&O Board Room on the Wheeling Campus.

1. Call to Order

In Mr. Altmeyer's absence at the start of the meeting, Mr. Artman convened the meeting at 4:59 pm.

2. Roll Call

Members in attendance were: Brann Altmeyer (late); David Artman; Richard Barnabei; Larry Lemon; Shelly Thomas; Chris Kefauver (by phone); and Melanie Baker. Excused: Bob Contraguerro, Jr.; Tad Greene; and Octashia Cooper.

Guests included: J. Michael Koon, Interim President; Dr. Jill Loveless, Vice President of Academic Affairs; David Barnhardt, Director of Marketing and Public Relations; Jeff Sayre, CFO/Vice President of Administrative Services; Janet Fike, Vice President of Student Services; Dr. Pam Sharma, Vice President of Institutional Effectiveness; and Larry Tackett, Vice President of Economic Workforce & Development.

3. Approval of Minutes (February 28, 2019)

Ms. Thomas made a motion the Board approve the minutes of the meeting of February 28, 2019 as presented. Ms. Baker seconded the motion. Motion carried.

4. Board Chair Report

Mr. Artman stated that he did not have a Board Chair Report on behalf of Mr. Altmeyer.

5. President's Report

College Updates

Mr. Koon stated that WV Invests Grant has moved quickly through the state. Programs that the last dollar grant in will cover are now approved by the Department of Commerce. Applications are available online. The WV Invests Rule was approved by the CTCS this morning and includes all of the stipulations that were in the original bill.

WVNCC will host a Career Day on May 3rd. Area high schools will have the opportunity to send their students to explore various programs that day. At the most recent District Consortium meeting, it was decided to do this for applied technology then the decision was made to open it up to other programs such as Allied Health and others. There will be several hundred students on campus that day.

There will be a Board of Governors workshop at the WVCTCE meeting in June. Mr. Koon stated that the focus will be on presidential evaluation, fiscal management and an ethics section. There will also be an opportunity to speak with other Board members from other community colleges in the state. More information will be sent out shortly.

Save the Date – Commencement, May 10th at 7:00 pm

Mr. Koon invited the Board to attend and to help confer degrees at Commencement. Mr. Artman and Ms. Thomas will attend. If anyone else plans on attending, please let Ms.

Kappel know by Friday, May 3rd. We have also heard from Senator Weld and Senator Ihlenfeld that they will attend.

HLC Update

We are still waiting on a final decision at the June HLC Board meeting.

Special Resolution

Mr. Koon asked the Board to approve revisions to the Facilities Master Plan that we will then submit to the CCTCE for approval. There are three changes to the plan and these include:

1. The addition of the ECS property to the College for development of a parking lot and possible green space including addition of the 18th Street between Chapline and Market Streets if abandoned by the city
2. Addition of property on Lee Avenue in Weirton to be leased from the Business Development Corporation for an industrial training center including welding
3. Addition of 126 15th Street in Wheeling for possible development of a criminal scene investigation lab for the criminal justice program.

Mr. Lemon made a motion the Board approves the revisions as listed above to the WVNCC Facilities Master Plan and authorizes the President to submit these changes to the West Virginia Council for Community and Technical College Education (CCTCE) for approval. Ms. Baker 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 packets. He stated that all balances in WVNCC funds, state appropriations, and grants in total are in reasonable expected ranges. He expects to have the third quarter financial statements before the next meeting.

Administrative Services Update

Mr. Sayre stated that the roofing project in New Martinsville is about finished. While they were working on the roofing project in Weirton, they discovered an insect problem that they will spend a little more time to resolve while they are doing the roof.

Mr. Sayre reported on the recent email service disruption. The IT Manager was in the process of upgrading the last of the sixteen domain controllers when the email server went down. There were multiple attempts to resolve the problem. Omni worked on it for a while and it was referred to Microsoft. An analysis of the situation has been conducted to help prevent future occurrences and form a knowledge base for correcting problems in the future. In addition, Mr. Tackett will chair an enterprise risk assessment task force to review all college operations for inherent risks and to develop plans for managing them. Mr. Sayre stated that he wanted the Board to be aware in case they heard anything in the community. Mr. Altmeyer stated that being down forty eight hours is not terrible. Mr. Koon added that we did not lose any data.

FY 2020 Budget

Mr. Sayre highlighted the budget summary as presented in the Board packets. He also

referenced the additional materials that were sent out via email. The FY 2020 allocation from the state was increased by \$452k. \$302,000 of this amount was for wage increases and all of this amount has been allotted to wage increases. The average wage increase is about 4.25% although funds will be distributed based upon funding plans developed by and discussed with Faculty Assembly and Staff Council. Mr. Sayre is having discussion with staff and the faculty groups regarding distribution of funds. The funding for professional development was doubled this year. Each budget manager submits OTPS requests for the year. Regarding capital expenditures, it is forecasted that there will be \$608k available and there is already \$562k of projects identified to be completed under these funds. Mr. Sayre asked if anyone had any questions to please contact him.

Mr. Altmeyer made a motion to approve and accept the FY 2020 budget as presented and to submit it to the Council. Ms. Baker seconded the motion. Motion carried.

Vice President of Academic Affairs

Academic Program Reviews

As required by state code, every academic program must be reviewed every five years, Dr. Loveless presented program reviews on the following academic programs: Business Administration, Business Studies 2 + 2 FUS, AS; Business Administration 2 + 2 WLU, AS; Business Administration Transfer Option; Business Studies Executive Administrative Assistant, AAS; Accounting Business Administration 2 + 2 FUS, AAS; Business Office, Business Career Studies, CAS; Small Business Management, Business Career Studies, CAS; Business Studies Business Administration Management Concentration 2 + 2 WVSU, AAS; Business Administration Pre- Business Studies 2 + 2 WVU, AAS; Business Studies Accounting, AAS; Business Studies Business Administration, AAS; Health Information Technology, AAS; Nursing, AAS; Occupational Development, AAS; Patient Care Technician, CAS; and Technical Studies, AAS. She asked that all programs mentioned above to be continued at the current level. As mentioned previously in a Board meeting earlier in the year, the HIT program will remain inactive for next year and will take the next cohort of students in Fall 2020.

Mr. Barnabei made a motion to accept and approve the Academic Program Reviews as presented to the Board. Ms. Thomas seconded the motion. Motion carried.

Academic Program Update

Dr. Loveless highlighted the Welding, AAS Post Audit Review that was in the Board packets. Currently, there is an upward trend in this program. The program advisory Board has been very active and there is an increase in enrollment. She just asked that the Board be aware of the review but it does not require any action.

Dr. Loveless also asked that they review the AAS in Technical Studies – Mining Maintenance Technology (CIP: 47.0303) summary as provided in the Board packet. This is a cooperative agreement between WVNCC and Murray Energy Corporation. This item is just informational.

9. Old Business

The Bylaw's will be deferred to a future meeting.

10. New Business

There was no new business.

11. Executive Session

Mr. Altmeyer made a motion the Board enter into executive session at 6:11 pm to discuss the presidential search. Ms. Thomas seconded the motion. Motion carried.

Ms. Baker made a motion the Board comes out of Executive Session at 7:19 pm. Mr. Altmeyer seconded the motion.

Mr. Altmeyer stated that while in Executive Session, the Board of Governors decided to continue the presidential search until it can reach a consensus on a final candidate.

12. Adjournment

The meeting adjourned at 7:20 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel
Assistant to the President

Larry Lemon
Board of Governors Secretary