

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, February 29, 2024 – 5:00 p.m. – Wheeling Campus**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, February 29th in the Board Room at the B & O Building, 1704 Market Street 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: Jacob Altmeyer; David Artman; Shelly Carenbauer; Liz Hofreuter; Larry Lemon; DJ McGlaughlin; Christine Mitchell; Chris Kefauver; Hilary Curto Wilson and Tyler Mitchell. Excused: 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; and Rana Spurlock, Director of Institutional Advancement. Guests: Chana Baker; Crystal Harbert; Kathy Herrington; Melissa Timko; Dave Stoffel; Lyndsie Scott-Guzek; Tami Pitcher; and Sara Cunningham.

3. Board Chair Report

There was no Board Chair report.

4. Faculty Presentation

Faculty Assembly President, Chana Baker, presented the annual faculty presentation to the Board of Governors. Her presentation was the “ABC’s of WVNCC Faculty”. She covered highlights of faculty accomplishments. She shared kudos that the faculty have received from students, the lifelong learning that faculty continue to do and the cost savings that students have been afforded with Open Educational Resources (OER). Over fifty faculty have completed some type of Quality Matters training. Mr. Lemon asked how the faculty are handling AI. Ms. Baker responded that the faculty had a meeting discussing having one standard policy and the faculty were split 50/50 on how to handle it.

5. Approval of Minutes (January 25, 2024)

Ms. Hofreuter made a motion that the Board approve the Minutes from the meeting on January 25, 2024 as presented. Mr. Kefauver seconded the motion. Motion carried.

6. President’s Report

Dr. Mosser introduced several new employees.

We are working with Eastern Gateway CC to assist with a teach out plan for students effected by EGCC’s pause in registration and enrollment. We have hosted several events to help students with transfer, admissions, program alignment, financial aid, etc.

We received a \$220K WV Advance Grant for a Respiratory Therapy program.

Dr. Mosser highlighted the six guided pathways that were derived from the Rural Guided Pathways grant. These will be included on the new website that will launch later this year.

He also mentioned that we have started fundraising for the Executive Conference Room. We already have several donations.

There has been a Commencement date change due to the Nailers playoff schedule. Commencement will be held on Thursday, May 9th at 7 pm at Wesbanco Arena.

7. Administrative Reports

CFO/Vice President for Administrative Services

Financial Update

Mr. Sayre highlighted the fund tracking document provided in the Board packet.

Draft Tuition & Fees

Mr. Sayre stated that we need to have the propped tuition and fees to the state by early April. He will have the final version for approval at the March Board meeting. He discussed the different scenarios with a 3% or 4% tuition increase. We are one of the lowest tuitions in the state among the community colleges. Ms. Hofreuter asked about the socioeconomic status for tuition and our students and Mr. Sayre will research.

Draft Budget

Mr. Sayre announced that the FY25 Budget is under construction/review. There was a discussion about how a different tuition rate increase (3%-5%) could affect the budget. Currently, the Enrollment Management Committee is proposing a 7.2% headcount increase. Mr. Sayre explained the schedule of fees for the College.

8. Old Business

There was no old business.

9. New Business

Ms. Mitchell mentioned that she was contacted by a Wetzel County school regarding an issue with books for dual credit classes. We will follow up.

10. Executive Session

Mr. Altmeyer made a motion that the Board enter executive session at 6:52 pm to discuss personnel. Mr. McGlaughlin seconded the motion. Motion carried.

Mr. McGlaughlin made a motion that the Board come out of Executive Session at 7:27 pm. Mr. Altmeyer seconded the motion. Motion carried.

While in Executive Session, Ms. Carenbauer stated that a personnel issue was discussed.

11. Adjournment

The meeting adjourned at 7:29 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel
Executive Assistant to the President

Larry Lemon
Board of Governors Secretary