

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, February 25, 2021 -- 5:00 p.m. – Wheeling Campus**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, February 25, 2021, 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; Larry Lemon; Christine Mitchell; Shelly Thomas; Chris Kefauver; and Shelly Reager. Excused: Bob Contraguero, Jr.; Ron Scott, Jr.; and Matt Van Fossen.

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; and Rana Spurlock, Director of Institutional Advancement.

3. Board Chair Report

There was no Board Chair report.

4. Approval of Minutes (January 28, 2021)

Mr. Artman made a motion that the Board approve the Minutes from the meeting on January 28, 2021 as presented. Mr. Lemon seconded the motion. Motion carried unanimously.

5. Staff Council Presentation

Mr. Darryl Clausell presented to the Board of Governors on behalf of the Staff Council. He described the Council composition. He discussed how quickly they turned around to go online during the early days of COVID. He thanked staff for stepping up during all of this. He stated that the Facilities staff have regularly cleaned door knobs and entrance points for better mitigation efforts with COVID. He was also very complimentary of campus leadership. There is wide campus representation on all college wide committees. Enrollment continues to be a challenge as well as the local economy. Mr. Clausell stated that in 2017, HB 2542 changed several things in human resources that were not changed at WVNCC. He was grateful of administration who made a commitment to an HR audit and a review of the salary scale that was done in 2020. Mr. Artman thanked Mr. Clausell for his forty-two years of service and is very appreciative of the college making a difference in student's lives.

6. President's Report

Coronavirus Update

Dr. Mosser reported that all students and faculty presently have access to classrooms and labs. Staff have returned at all three campuses. There are several mitigation strategies in place for the spring semester. These include 10% of student population surveillance testing, contact tracing as needed, and over 100 employees have volunteered for the vaccine that

was administered at the Wheeling-Ohio County Health Department. In addition, approximately fifty of our Health Science students have been vaccinated.

College Updates

Dr. Mosser stated that the College has been awarded another \$550K grant from the WV State Workforce Development to start-up the EMT/Paramedic program. The grant will be used to purchase equipment and to cover start-up costs. He thanked Dr. Klein and Karri Mulhern for leading this effort.

The three Ohio County college presidents' (WVNCC, West Liberty University and Wheeling University) have released a joint statement to Mayor Elliott and city leadership opposing the City of Wheeling/Bluefield State MOU to offer an engineering program in the former OVMC space.

He asked the Board of Governors to save the date for Commencement on May 14th at 7 pm.

Following three half-day retreats off-site and several other meetings on campus, President's Cabinet has completed a realignment of our staff resources and the organization chart. Dr. Mosser went over the changes. Included were highlights of the immediate changes, short term operational changes, and long-term strategic changes to come. The ground rules included examining what would best support the strategic direction of the College; lessons learned from our Environmental Scan, Strategic Plan plus COVID-19 modifications; changes must be budget neutral and it must improve staff effectiveness and staff efficiency.

Changes will enable greater cohesiveness across all campuses, largely built on a "one college" concept. The decision was made to better align some reporting relationships, specifically in New Martinsville and Weirton, to have staff in these locations report directly to the college directors in specific fields, like Facilities, IT, and Student Services vs. each campus. There has already been some realignment, for example, due to the retiring Directory of Learning Resources and the resignation of the Director of the Academic Support Center. We have merged these two positions into one thus freeing-up a Director level position to invest in one of the identified strategic long-term needs of the college.

Mr. Barnabei thanked Dr. Mosser and Cabinet for all the work done on this as it is never a quick and easy process.

7. Action Items

Organizational Charts

Mr. Barnabei made a motion that the Board approve the recommended changes to the organizational charts. Ms. Dobkin seconded the motion. Motion carried unanimously.

Rule Committee Requests

NC-3000 Academic Freedom Rule – 1st & 2nd Reading

Dr. Loveless stated that this rule allows the college to develop and maintain procedures that protect the Academic Freedom of faculty and professional staff.

Mr. Kefauver made a motion that the Board approve the 1st and 2nd reading of NC-3000 Academic Freedom Rule as presented. Mr. Barnabei seconded the motion. Motion carried

unanimously.

NC-1001 Crime Awareness and Campus Security – 1st & 2nd Reading

Ms. Fike stated that the purpose of this rule is for the College to take prudent steps to promote a safe and secure environment that is consistent with applicable state and federal laws.

Ms. Thomas made a motion that the Board approve the 1st and 2nd reading of the NC-1001 Crime Awareness and Campus Security as presented. Mr. Artman seconded the motion. Motion carried unanimously.

NC-2003 Adjunct & PT Faculty Appointment – 1st & 2nd Reading

Dr. Loveless stated that the purpose of this rule is to align with the HEPC Series 9 and to distinguish between temporary and adjunct faculty.

Ms. Thomas made a motion that the Board approve the 1st and 2nd reading of the NC-2003 Adjunct and Part-time Faculty Appointment as presented. Mr. Barnabei seconded the motion. Motion carried unanimously.

NC-4001 Higher Education Adult Part-Time Student Grant Program – Rescind

Ms. Fike stated that they are asking for this rule to be rescinded as the process at the state level has changed and is no longer needed.

Mr. Kefauver made a motion that the Board approve to rescind NC-4001 Higher Education Adult Part-Time Student Grant Program as presented. Mr. Lemon seconded the motion. Motion carried unanimously.

NC-4003 Flexible Learning Methodology – Rescind

Dr. Loveless stated that this rule is no longer needed and can be retired.

Mr. Artman made a motion that the Board approve to rescind NC-4003 Flexible Learning Methodology as presented. Ms. Thomas seconded the motion. Motion carried unanimously.

FY 2022 Tuition

Mr. Sayre stated that he can propose a tuition increase tonight or wait until next month. Regardless, it does not look like it will change beyond what has been our customary and reasonable two percent (2%) increase. This works out to a total of about \$36 for a full time in-state student or \$3 per credit hour.

Mr. Artman made a motion that the Board approve a 2% tuition increase for FY 2022 as presented. Mr. Barnabei seconded the motion. Motion carried unanimously.

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 packet.

Ms. Thomas asked about the EMT grant and if it was reflected on the fund tracking document and it has not hit yet. He stated that due to COVID at Costanzo and Associates, the Q2 financials were late but will be available at next month's meeting.

Administrative Services Update

Mr. Sayre stated that he is meeting with Budget Managers and Cabinet to balance our FY 2022 budget. There are more CARES funds coming and they are still sorting out the specifics associated with it. He stated that the initial report for the HVAC controls and repairs project has been completed. Facilities is reviewing recommendations to prioritize. The state is involved with this project given its scope and costs. There were several questions about return on investment of that and Mr. Sayre does have some calculations. Ms. Thomas suggested AEP providing some assistance with this as well.

Vice President of Economic & Workforce Development

Workforce Annual Presentation

Dr. Klein described the Workforce area overall team structure and their areas of emphasis which includes Testing Center, Career Development and Personal Enrichment Programs. Several areas of Career Development include customized and contracted training, workforce programs, continuing education, and entrepreneurial programs. Several of the 2021-2022 initiatives include integrating current programs into Banner for accurate record keeping, producing a magazine style catalog in print and digital formats, partnering with Wheeling Heritage and RED to support entrepreneurial and business communities through collaborative training and services, building programs based on gap analysis data from EMSI to meet regional workforce needs, and create super-sector advisory groups to identify training and workforce needs in the region. In addition, they have revised several workforce programs and look to partner with adult education for college readiness as well as working with underrepresented groups to enhance professional development.

Vice President for Student Services

Enrollment Update

Ms. Fike provided an update on the enrollment charts that they received. She stated that FTE is at 80 percent of goal. There are a few more courses starting in mid-March.

9. Old Business

There was no old business.

10. New Business

There was no new business

11. Executive Session

Mr. Artman made a motion that the Board enter into executive session at 6:13 pm to discuss real estate. Mr. Kefauver seconded the motion. Motion carried unanimously.

Mr. Artman made a motion that the Board come out of Executive Session at 6:47 pm. Ms. Thomas seconded the motion. Motion carried unanimously.

Mr. Artman stated that while in Executive Session, the Board of Governors discussed several real estate items.

Ms. Thomas made a motion that the Board approve a facility lease agreement with the Northern Panhandle Workforce Development Board, Inc., for an office on the WVNCC New Martinsville campus as discussed. Ms. Reager seconded the motion. Motion carried unanimously.

11. Adjournment

The meeting adjourned at 6:49 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel
Executive Assistant to the President

Larry Lemon
Board of Governors Secretary