

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, September 26, 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, September 26, 2019 in the B&O Board Room on the Wheeling Campus.

1. Call to Order

Mr. Artman convened the meeting at 4:59 p.m.

2. Roll Call

Members in attendance were: David Artman; Larry Lemon; Shelly Thomas; Chris Kefauver; Shelly Reager; and Sara Morehead. Excused: Brann Altmeyer; Richard Barnabei; and Bob Conraguerro, Jr.

Guests included: Dr. Dan Mosser, President; 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 (August 29, 2019)

Ms. Thomas made a motion the Board approve the minutes of the meeting of August 29, 2019 as presented. Mr. Kefauver seconded the motion. Motion carried.

4. Board Chair Report

Mr. Artman stated that the recent welcome receptions for Dr. Mosser were well attended and well received.

5. President's Report

College Updates

Dr. Mosser thanked the Board and others for his warm welcome at the receptions during the last few weeks. His first few weeks have been busy. He met with the Foundation Board earlier today. He participated in a Zoom conference call yesterday on a CRM (Course Record Management) solution. There is a state meeting on this on October 1st to see if other schools are interested.

He is planning to meet with community members, superintendents and others in the coming weeks. If the Board has anyone in particular that they would like for him to meet, please let him or Ms. Kappel know.

He announced that we have been alerted that there is a possible 4.6% mid-year budget cut from the state. As we learn more information, it will be shared.

William Lanham, Assistant Manager from the City of Wheeling, contacted us about the property that sits under the 250 overpass. Ziegenfelder's has been using it and the City is now interested in it for the Public Safety Building. The arrangement will be formalized in the coming months and more information will be shared as it becomes available.

Recently, Tad Greene submitted his resignation. To date, there are three vacancies on the Board and four recommendations that have been submitted to the Governor. Dr. Mosser will reach out to Chancellor Tucker to see if we can get some traction on some replacements.

Late this afternoon, we received word that the Medical Assisting program received accreditation for ten more years. More information will be shared at the meeting next month.

6. 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 noted that we are starting year three of the Heightened Cash Monitoring that all state schools are on due to a late audit from a different state organization. He stated that if anyone had any questions, please let him know.

Administrative Services Update

Mr. Sayre stated that the financial statements are due for the audit on October 1st. He mentioned that there are several construction projects occurring around each campus. Ms. Thomas stated that she was recently at the New Martinsville campus and it was looking really good. Mr. Sayre stated that they will be branding it during the coming weeks. Ms. Reager asked about the ATC parking lot and the status of it. Mr. Sayre replied that they are in communication with the Ohio County Development Authority. There is no definite timeline. OCDA will remediate the property to make it a "clean property" then turn it over to us to use for parking.

Mr. Sayre stated that they are working with the State Historic Preservation Office (SHPO) on B & O window replacement and are getting some pushback. In 2004, the College signed a fifty year easement agreement with them that gives them some control over the historical structure of the building. Mr. Sayre is clarifying this agreement with them that these are structural changes only. He has also been working on the HVAC situation in the ITC trying to resolve construction issues.

Vice President of Student Services

Enrollment Report

Ms. Fike stated that we are over 90% on headcount. There are still several October classes to factor in. The budget is based on FTE and it is at 99.66%. She stated that we are not receiving as many high school students for early entrance. Spring registration will open late October/early November. WV Invests is providing a slight boost of about 70 students.

Vice President of Institutional Effectiveness

Strategic Plan Indicators

Dr. Sharma went over the format for the Strategic Plan. The state outlined a Master Plan and we adapt it to our own institutional strategic plan. There are three components: institutional assessment, academic assessment, and student affairs assessment. She highlighted each of the four goals and how we are doing with goal versus actual. Ms. Reager asked for clarification on market salary grade. All college staff are at or above their minimum salary grade. Ms. Reager stated that there are fifty five employees below the median market value and twenty one employees above it. There was some additional discussion of terms used in the survey (e.g., minimum, median, market, etc.).

Director of Marketing and Public Relations

Marketing Plan

Mr. Barnhardt overviewed the marketing plan that is serving as a road map for the current marketing direction. The plan was a collaborative effort between students, faculty, staff and community members. It aligns with the overall strategic plan and supports the college's mission. The recently implemented tour software is helping increase the number of tours on campus. He also said that he is working with Institutional Research to see what is working. Mr. Artman asked if we are doing more specific targeted approaches with veterans groups and Mr. Barnhardt responded that we are.

7. Old Business

There was no old business.

8. New Business

There was no new business.

9. Adjournment

The meeting adjourned at 6:12 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel
Assistant to the President

Larry Lemon
Board of Governors Secretary