

**OFFICIAL MINUTES  
BOARD OF GOVERNORS MEETING  
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE  
Thursday, September 27, 2018 -- 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 27, 2018 in the B&O Board Room on the Wheeling Campus.

**1. Call to Order**

Mr. Altmeyer convened the meeting at 5:02 p.m.

**2. Roll Call**

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

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

**3. Approval of Minutes (August 23, 2018)**

Mr. Altmeyer asked for clarification on the motion for strategic spending of reserves and that the language include specifications on what not to exceed in terms of reserves.

Mr. Altmeyer made a motion the Board approve the minutes of the meeting of August 23, 2018 as amended. Mr. Contraguero seconded the motion. Motion carried.

**4. Board Chair Report**

There was no Board Chair report.

**5. President's Report**

**College Updates**

Mr. Koon invited the Board of Governors to attend the upcoming Employee Appreciation Luncheon on October 5<sup>th</sup>. If you are interested in attending, please let Ms. Kappel know. He also referenced the Fall 2018 Student Activities Calendar at their places. All are welcome to attend any of the events on campus.

Mr. Koon stated that Reverse Transfer is a new state initiative with the Clearinghouse using data to notify institutions who is eligible for reverse transfer. It is for students who have completed work at the two year schools and who have gone on to WVU without an associate degree. They can transfer credit hours back to earn an associate degree while working on their bachelor's degree. Statistics show that students who have an Associate Degree earn \$4600-7200 more than those who have completed some college or have a high school diploma. This will take effect next year. Marshall University is looking at it and there is an expectation that other state four year institutions will sign on. Ms. Fike added that she thinks it will improve the College's graduation rate.

As part of their role as Board members and the discussion last month on board governance, Mr. Koon informed the Board that the College has received two grievances recently. The first was from a maintenance employee regarding overtime that was settled before formal hearing stage. Another grievance is that six faculty have filed over how the salary scale was implemented. They met last Friday. He will keep the Board in the loop as it moves forward. He added that the grievance process is just part of doing business.

The Yuletide luncheon this year will be on Tuesday, December 4<sup>th</sup> at noon. Please save the date.

### **HLC and Strategic Plan Update**

Mr. Koon stated that the Assurance document is just about finished. The lockdown date is Monday. The Board meeting on October 24<sup>th</sup> will be a meeting dedicated to HLC preparation. He will prepare an Executive Summary for the Board. As a reminder, the Board will meet with the HLC Visit Team on Monday, November 26<sup>th</sup> at 5:00 pm in the Culinary Arts Dining Room in the Education Center building. It will be a working dinner for the Board and the five person visiting team. As an update to the last meeting, the revised Strategic Plan was approved by the Board of Governors at the October 26, 2017 meeting.

### **Presidential Search RFP**

The closing for the RFP is October 4<sup>th</sup>. There have been six potential firms identified. There will be a five person committee. Ms. Thomas and Mr. Artman will represent the Board. Mr. Koon asked once the Committee decides on a firm, how would the Board like to proceed? Mr. Altmeyer asked if we know cost yet and the final cost is not known as of yet. Mr. Altmeyer stated that he does not want to be a formal member of the Committee but will be involved somewhat as Chair of the Board.

Mr. Altmeyer made a motion the Board authorizes the Committee to negotiate a contract subject to Board of Governors approval by electronic vote. Mr. Artman seconded the motion. Motion carried.

### **2018-2019 Affirmative Action Plan**

Mr. Koon referenced the Affirmative Action Plan that was in the Board packets that reaffirms our commitment to the affirmative action law. An outside company prepares the report for us based off of data we provide. He added that we try hard to increase our diversity. We do have a higher minority representation than the proportion of minorities in the population of the surrounding area.

### **Board Development**

Mr. Koon stated that as part of this month's Board Development piece, Mr. Sayre will be presenting on fiscal management. Mr. Sayre presented an overview of Board responsibilities. WV Code specifies fiscal duties and responsibilities including designating a College official to make appropriations request and to work with CTCS. Duties also include approving the moving of any funds from a restricted account, like capital, and moving them to an unrestricted area. Also, along with WV code, there is specific CTCS rules. For example, CTCS Series 32 is tuition and fees. The Board approves any tuition and fees increase. The Council approves any tuition and fees increase above 5%. The funding formula that is being proposed has not come to fruition as of yet. It will be based on a specific model still yet to be finalized. Mr. Sayre stated that revenue is comprised from the following sources: state allocations (loosely based on a 2009 plan that has been rolled forward year after year); tuition and fees; auxiliary fees; and grants. On the expenditure side, Personnel services makes up 57% of the operational budget and 43% is OTPS (Other Than Personnel Services). The capital budget is about \$658k. The College attempts to reinvest 2% of its total net assets in capital improvements each year to ensure our facilities and IT services are up to date. As budget sessions across the College happen, Mr. Sayre tries to emphasize plan your work and work your plan to manage expenditures. The Budget Committee has set up a schedule that starts the budget process before we know what the

state is doing. The Business Office supplies the Board with a monthly fund tracking document and quarterly interim reports. They are called interim as there are a few estimates on there for specific items. CliftonLarsonAllen prepares an annual audit and will be presenting at next month's meeting. HLC also looks at the College's financial health. They use the Composite Financial Index (CFI) which is based on how much money is in the bank. WVNCC's CFI is 5.7. Non-financial indicators are also used by HLC which include the student loan default rate. Monitoring is required if 3 year default rate is above 30%. We have just received notification that our most recent default rate is 20.3%. The projection is 18% for next year.

Mr. Koon stated that regarding the state funding formula, there has not been any movement. As more information becomes available on it, he will share with the Board.

## **6. Administrative Reports**

### **Chief Financial Officer/Vice President of Administrative Services**

#### **Financial Update**

Mr. Sayre referenced the fund tracking document included in the Board packet. He stated that at this point in the year, the expenditures typically exceed revenues.

#### **Administrative Services Update**

As mentioned previously, the auditors will present at the next month's Board meeting and materials will be sent ahead of time to review.

There is a new internet service provider for New Martinsville. The service is going well and transition has been seamless.

The bids for the roofing projects in New Martinsville and Weirton are in and it appears that we will be under budget.

Mr. Sayre provided an update on the ATC parking lot. The College decided to engage a firm to look at the section that is sinking and their suggestion was to fill the void and repave. There was no dollar amount attached to project as of yet just scope of work. The Ohio County Development Authority has not returned phone calls. Mr. Altmeyer suggested issuing them a letter. He asked that Mr. Sayre send him a copy of the agreement on the parking lot.

#### **Preliminary 4<sup>th</sup> Quarter Financials**

Mr. Sayre referenced the 4<sup>th</sup> quarter financials that was provided in the Board packet. Mr. Altmeyer asked about the loss of revenue on page 2 and Mr. Sayre stated that this was because the Title III grant had ended which totaled about \$700k. With decreased enrollment, we have also had a revenue decline of about \$300k. The final financial statement will be included by the auditors in October. Mr. Sayre asked if you have any questions, please let him know.

### **Vice President of Student Services**

#### **Enrollment Update**

Ms. Fike highlighted the enrollment report and enrollment comparison report that were

provided at their places. She stated that we will still pick up enrollment through the end of October with a few odds and ends including early entrance classes. She stated that when students can work this often effects our enrollment more. Mr. Altmeyer asked how enrollment is at the other two community colleges in the area and Ms. Fike stated that we struggle to get information from the Ohio schools. West Virginia publishes their enrollment information in the paper but Ohio does not. He asked that she get what she can as he would feel better knowing that we are all in the same boat. Mr. Kefauver asked about Wheeling Park early entrance enrollment being down and she said that it is due to AP classes. They also tend to let only their honors students take early entrance classes. Ms. Baker offered to send IPEDS data for 2016 and 2017 for the other area community colleges.

## 7. Old Business

There was no old business.

## 8. New Business

There was no new business.

## 9. Executive Session

Mr. Altmeyer made a motion the Board enter into executive session at 6:09 pm to discuss personnel, real estate and legal. Mr. Artman seconded the motion. Motion carried.

Mr. Kefauver made a motion the Board comes out of Executive Session at 6:46 pm. Mr. Artman seconded the motion.

Mr. Altmeyer stated that while in Executive Session, the Board of Governors discussed personnel, litigation, and real estate.

## 10. Adjournment

The meeting adjourned at 6:51 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel  
Assistant to the President

Larry Lemon  
Board of Governors Secretary