

**OFFICIAL MINUTES  
BOARD OF GOVERNORS MEETING  
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE  
Thursday, January 28, 2021 -- 5:00 p.m. – Wheeling Campus**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, January 28, 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: David Artman; Amy Dobkin; Larry Lemon; Christine Mitchell; Ron Scott, Jr.; Shelly Thomas; Chris Kefauver; and Shelly Reager. Excused: Brann Altmeyer; Richard Barnabei; Bob Contraguerro, 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 (October 22, 2020)**

Ms. Thomas made a motion that the Board approve the Minutes from the meeting on October 22, 2020 as presented. Mr. Lemon seconded the motion. Motion carried.

**5. Approval of Minutes (December 11, 2020)**

Mr. Artman made a motion that the Board approve the Minutes from the meeting on December 11, 2020 as presented. Mr. Kefauver seconded the motion. Motion carried.

**6. President's Report**

Coronavirus Update

Dr. Mosser stated that we are currently phasing classes back to on-campus instruction. With the goal of all classes having access to campus classrooms and labs by February 15<sup>th</sup>. Staff continue working remotely until February 1<sup>st</sup>.

There are several COVID-19 mitigation strategies that include continuing mandatory weekly surveillance testing for 10% of the student population. There are also contact tracing teams in place on each campus. In addition, since early January, vaccines for employee volunteers and our Health Science students have been administered by the Wheeling-Ohio County Health Department. Dr. Mosser thanked Howard Gamble and the Wheeling Ohio County Health Department for their help with administering the vaccines.

There are also several rounds of CARES Act funds coming to the College in forms of federal relief bills - CARES, CARES II, and CARES III funds.

### College Updates

Dr. Mosser stated that to date overall enrollment is down from this time last year. He thanked everyone who helped with the drive thru registrations, Cyber Monday Online Registration, online open houses, and the online Zoom Student Support events. Our enrollment is following the downward trend nationwide. FAFSA completions nationwide are also down. Our enrollment situation requires all of us to act and respond differently. Our pathway to growth will include looking at new programs and new market segments.

The HLC Monitoring report was submitted in December. He thanked the HLC Team, Ms. Spurlock, Drs. Loveless and Sharma, Ms. Soly and Mr. Sayre for their work. We expect to hear back from HLC about this report by April. There will be a regular full HLC report followed by a site visit in December 2022.

Dr. Mosser and Mr. Artman updated the Board on the current MOU between Bluefield State College and the City of Wheeling.

## **7. 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.

#### Administrative Services Update

Mr. Sayre reported that preparations for the FY22 Budget are underway. CARES Act reporting and COVID expense tracking are being conducted by the Business Office.

Parking lot construction is ongoing. There are several construction projects currently on campus that include a Student Lounge refresh in New Martinsville, technology network equipment and IT rooms upgrades, B & O Historic display area as well as several classroom upgrades.

### **Provost**

#### Academic Affairs Annual Presentation

Dr. Loveless provided an update on Academic Affairs at the College. She thanked everyone in her area for their work. Several grants have been received in Academic Affairs to further expand items such as Open Education and the Criminal Justice program. Staff in Academic Affairs are busy focusing on early entrance and assessment. She presented the ongoing efforts of the following divisions: Allied Health; Applied Technology; Communication, Liberal Arts, and Social Sciences (CLASS); and Science, Technology, Engineering, and Math (STEM). Distance Education has been busy this year with converting all courses to online due to COVID and did so within a week. They added 17 new Quality Matters courses. The Makerspace in the Wheeling Library Resource Center was used to create N-95 masks for the National Guard. Face shields were also created for faculty and staff. Academic Support Services continued outreach campaigns to students. Tutoring for students transitioned to being embedded in online classes. Faculty have been trained to use Curriculumlog for curriculum development. Classes had to be converted to accommodate delivery method changes due to COVID. IT was busy supporting students, faculty and staff. They also helped integrate everyone on campus to Zoom and remote working. The New Martinsville and Weirton campuses continued to reach out to students, have open houses and host registration events. Students met with advisors by email, phone, Zoom and/or Calendly. Dr.

Loveless thanked Dr. Mosser for giving them tremendous support and she also thanked all members of Cabinet for their support and emphasized that success is a team effort. Mr. Lemon asked about English 101 and transferring to West Liberty. There are not any issues with students ability to transfer.

### **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%. We should pick up a few additional students in the coming weeks as well as a late start term in mid-March.

### **Vice President for Planning, Institutional Effectiveness and Research**

#### Spring Enrollment Comparison

Dr. Sharma presented the spring semester enrollment trends including headcount and FTE by campus, by returning student and early entrance. Returning students are up slightly. Non-credit is also increasing.

Mr. Artman thanked Dr. Mosser and Dr. Loveless for their enrollment efforts.

### **8. Old Business**

There was no old business.

### **9. New Business**

There was no new business

### **10. Executive Session**

Mr. Artman made a motion that the Board enter into executive session at 5:48 pm to discuss real estate and personnel. Ms. Reager seconded the motion. Motion carried.

Mr. Artman made a motion that the Board come out of Executive Session at 6:25 pm. Mr. Kefauver seconded the motion. Motion carried.

Mr. Artman stated that while in Executive Session, the Board of Governors discussed several real estate items including the easement at the ATC lot, Eoff Street property, CSX property, the parking lot at 17<sup>th</sup> Street, Workforce office in New Martinsville and the Artslink Building.

### **11. Adjournment**

The meeting adjourned at 6:33 p.m.

Minutes respectfully submitted by,

Minutes approved by,

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Stephanie Kappel  
Executive Assistant to the President

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Larry Lemon  
Board of Governors Secretary