

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, September 28, 2017 -- 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 28, 2017 in the B&O Board Room on the Wheeling Campus.

1. Call to Order

Mr. Contraguero convened the meeting at 5:03 p.m.

2. Roll Call

Members in attendance were: Brann Altmeyer (late by phone); David Artman (phone); Bob Contraguero, Jr.; Dr. Darrell Cummings; Larry Lemon; Eran Molz; David Stoffel; Melanie Baker; and Eden Plogger. Excused: Christin Byrum and Tad Greene.

Guests included: Dr. Vicki Riley, President; Dr. Jill Loveless, Vice President of Academic Affairs; Janet Fike, Vice President of Student Services; David Barnhardt, Director of Marketing and Public Relations; Kathy Herrington, Faculty Assembly President; and Pat Roper, Faculty.

3. Approval of Minutes (August 24, 2017)

Ms. Baker made a motion the Board approve the minutes of the meeting of August 24, 2017 as presented. Mr. Stoffel seconded the motion. Motion carried.

4. Board Chair Report

Mr. Contraguero stated that there was not a Board Chair report from Mr. Altmeyer.

5. Special Recognition

Dr. Riley presented Rev. Dr. Darrell Cummings with a plaque commemorating his years of service on the Board of Governors and thanking him for his commitment and dedication to our school and students. He served on the Board from 2001-2004 and returned a short time later serving continuously until now. He also served as chair for four years from 2012-2016. His eligibility for service concluded at the end of this month.

6. Faculty Presentation

Ms. Kathy Herrington, Faculty Assembly President, presented on behalf of the faculty. She stated that her presentation would be in two parts: the first in this session and another in Executive Session. She shared some of the highlights from this past year for the faculty. These included the pay raises that the Board approved earlier this year; the promotion policy has been approved and implemented; they are developing an intellectual property policy with compensation for online classes; merit pay was awarded last year but they are looking at ways to improve the process on it; travel reimbursements have been increased to match the IRS level; office hours now take into account travel time between all three campuses; there is release time for the Faculty Assembly President and there are discussions for release time for other positions such as Assessment Committee chair; Surgical Tech and Nursing pass rates have increased substantially; Radiography has received the maximum amount of reaccreditation for eight years; and a radiography student was selected to represent WVNCC and the state at a leadership conference in Orlando. In addition, they are trying to revitalize the Criminal Justice program and there have been

several promotions and faculty completing additional degrees. Mr. Herrington stated that Dr. Loveless is doing a great job moving forward assessment and other policies. They are still having issues with IP video in New Martinsville but IT is working on. Ms. Herrington was thanked for her presentation.

7. President's Report

Dr. Riley introduced Eden Plogger, the new Student Board of Governors Representative and David Barnhardt, the new Director of Marketing and Public Relations. Dr. Riley stated that when she met with the Faculty Executive Committee last May, they talked about marketing and they will be working on that.

Dr. Riley extended an invitation to the Board to join us for the Employee Recognition Luncheon on Friday, October 6th at 11:30 am in the B & O Auditorium. Also, the Friends of the College Dinner/Dance is on Saturday, October 21st at 6 pm in the EC. Yuletide will be on Tuesday, December 5th this year at noon in the EC Culinary Arts Dining Room.

Dr. Riley also referenced her highlights of activities and community outreach that was provided in the Board packets. She is also now on the United Way Allocation Committee.

Strategic Plan Update

Dr. Riley stated that they are still revising the strategic plan and hope to have a final version for approval at next month's meeting. She has asked the Committee to revisit a few data points.

8. Administrative Reports

Chief Human Resources Officer

Rule on 1st & 2nd Reading – NC-2009 Employee Work Schedule & Records Rule

In Ms. Carmichael's absence, Dr. Riley asked the Board to approve the 1st & 2nd Reading of a rule to line up with state legislative changes on the employee work schedule. The Board was already presented the 1st Reading at last month's meeting and there have been no changes.

Dr. Cummings made a motion the Board approve the 1st & 2nd Reading of the NC-2009 Employee Work Schedule and Records Rule as presented. Mr. Molz seconded the motion. Motion carried.

Staff Salaries Administration Update

Dr. Riley referenced the summary that had been provided in the Board packets by Ms. Carmichael. Dr. Riley stated that Ms. Carmichael had sent out an email to all college classified and non-classified employees giving them options to choose from in terms of which direction we could go. Once there are more details, Ms. Carmichael will share. Ms. Baker added that there was an HR chat and several staff showed up. There was another email sent out with the questions and answers from that session. Ms. Baker asked that everyone to be aware that the state code does not specify a rep for non-classified staff. So, if a large amount of employees end up as non-classified staff, at this time, they would not have representation. At the state level, they are discussing an employee council so all

employees would be represented. We are not sure how long it will take to have WV code match what has been changed in legislation. It was stated that some schools have moved quickly but we are moving slow to figure this out. Dr. Riley stated that Ms. Carmichael has done a good job keeping everyone informed.

Chief Financial Officer/Vice President of Administrative Services

Financial Update

In Mr. Sayre's absence, Dr. Riley highlighted the Financial Update that had been provided in the Board packet.

Facilities Update

Dr. Riley referenced the Facilities Update that had been provided in the Board packet. CliftonLarsonAllen has completed the audit and are all set to present at next month's Board meeting. She also stated that they are doing an RFP for revamping inter- and intra-campus connectivity in order to improve services. In addition, Colaianni could start construction as early as next week on the Wesco project. Also, all colleges are still trying to get higher ed removed from the state audit since it is the only entity punished by an outside entity, in this case the US Department of Education, for a late audit.

Vice President of Student Services

Enrollment Update

Ms. Fike thanked Ms. Baker for putting the enrollment reports together. She highlighted the documents that were distributed. She stated that enrollment is based off of budgeted numbers and that they are working on where enrollment needs to pick up for spring.

Cohort Default Update

Ms. Fike stated that we are below 25% on the default rate. We were in the 30s. We have put significant energy into reducing this.

10. Old Business

There was no old business.

11. New Business

There was no new business.

12. Executive Session

Dr. Cummings made a motion the Board enter into executive session at 5:46 pm to discuss personnel and real estate. Mr. Stoffel seconded the motion. Motion carried.

Dr. Cummings made a motion the Board comes out of Executive Session at 6:09 pm. Mr. Stoffel seconded the motion.

Mr. Contraguero stated that while in Executive Session, there was no action taken. Dr. Cummings asked that it be noted that Ms. Herrington stayed in Executive Session while Dr.

Riley was excused. Personnel issues were discussed.

13. Adjournment

The meeting adjourned at 6:12 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel
Assistant to the President

Christin Byrum
Board of Governors Secretary