

**OFFICIAL MINUTES  
BOARD OF GOVERNORS MEETING  
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE  
Thursday, May 21, 2020 -- 5:00 p.m. – Wheeling Campus**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, May 21, 2020, in the B & O Board Room on the Wheeling Campus and via Zoom video conference call.

**1. Call to Order**

Ms. Thomas convened the meeting at 5:02 p.m.

**2. Roll Call**

Members in attendance via Zoom and/or video conference call were: Brann Altmeyer; Amy Dobkin; Larry Lemon; Christine Mitchell; Shelly Thomas; Chris Kefauver; and Shelly Reager. Excused: David Artman; 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; Larry Tackett, Vice President of Economic Workforce & Development; David Barnhardt, Director of Marketing and Public Relations; Janet Fike, Vice President of Student Services; Rana Spurlock, Director of Institutional Advancement; Darryl Clausell, Staff Council President; Karri Mulhern, Director of Economic and Workforce Development, and Hilary Curto, Print Design Graphics Specialist.

**3. Board Chair Report**

Ms. Thomas, in Mr. Artman's absence, stated that there was no Board Chair report.

**4. Staff Council Presentation**

Mr. Clausell, Staff Council Chair, presented on behalf of the Staff Council. He discussed their structure and role as intended in legislation. Staff Council is to serve and promote the interests of the institution as staff members, encourage support and cooperation among staff, administration, faculty and students. Staff are involved in a variety of institutional and community projects including food drives, a Secret Santa Project, a parking fundraiser, the J. Michael Koon Staff Leadership Award, and participating on the recent environmental scan teams. They are involved in a variety of campus wide committees including the newly formed Continuous Improvement Council (CIC) and the Staff Classification and Compensation Ad Hoc Committee. These structures enable shared governance. Mr. Clausell emphasized unity and that we are all in this together. He thanked the Board of Governors for their support of the institution.

**5. Approval of Minutes (April 30, 2020)**

Mr. Kefauver made a motion that the Board approved the Minutes from the meeting on April 30, 2020 as presented. Ms. Reager seconded the motion. Motion carried.

**6. President's Report**

College Updates

Dr. Mosser provided an update on our alternative Commencement activities. This included a YouTube tribute video saluting our Class of 2020 graduates and blue ground effect lighting of buildings on all three campuses in the evening hours of our traditional Commencement ceremonies. This drew attention to our graduates plus paid tribute to local law enforcement, first responders, and essential employees.

Our Surgical Technology students achieved a 100% pass rate on their national exam this spring – despite Covid-19 impacts on their instruction and test preparations.

The Ohio County Development Authority has started work on the ATC parking lot. At this point, they have located and removed twelve underground fuel storage tanks.

The 50<sup>th</sup> Anniversary Planning Committee has started making preparations to celebrate our founding on May 9, 1972. The Committee is co-chaired by David Barnhardt and Rana Spurlock. Mike Koon will also serve on the Committee.

Dr. Mosser also stated that a new Human Resources Director will not be hired until late July. In the meantime, Align HR, a local consulting firm, is completing a thirteen-point audit of our HR office, policies and procedures.

#### Coronavirus Updates

Our employees continue working remotely. Governor Justice has announced a three phase plan for reopening businesses. He is watching for spikes in infections before making a decision on re-opening education, according to the Chancellor. We have our own five-member Covid Task Force and we are deciding what we will do for the fall term. Faculty have wrapped-up classes for the spring semester. Our efforts to convert to all online learning went well when Covid forced us to do so in March. We are currently discussing a tentative plan to bring staff back in phases throughout July with faculty returning in August.

Regarding our enrollment for the fall, it is still too early to tell. There have been no dramatic shifts in enrollment patterns to date.

#### **Action Items**

### **7. Academic Program Reviews.....Provost**

Dr. Loveless stated that per state guidelines, every academic program must be reviewed at least every five years. For each program under review, the Board can approve that each program continues at the current level, continues at a reduced level or be discontinued. After presenting each program, Dr. Loveless stated that the Board may act on them individually or collectively.

Mr. Kefauver made a motion that the Board approve continuation at the current level for the following academic programs: Early Childhood; Care and Education (AAS); Education (AAS); Human Services (AAS); Petroleum Technology (CAS & AAS); and Surgical Technology (AAS) as presented. Mr. Altmeyer seconded the motion. Motion carried.

#### **Administrative Reports**

### **8. 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. He provided an update on the CARES Act funds distribution to students. Over 800 students received grants totaling around \$366k. There is also institutional assistance in the CARES Act funding. Our Continuous Improvement Council (CIC) and the Budget Committee have prioritized ten projects for utilizing these funds. The state has also set-up a process for tracking and reimbursing expenses related to the coronavirus. At this point, enrollment has not taken a hit. Mr. Lemon asked for clarification on funds distribution. Mr. Sayre replied that

out of the Cares Act funds received, 50% had to be distributed to students and the remainder was for College expenses. Mr. Sayre stated that we still had to leverage our reserves with the expenses incurred from coronavirus-related costs to the College.

#### Administrative Services Update

Mr. Sayre stated that Wallace Panchar is working on a design for the parking lots at the ATC, ECS, and B & O Visitors Lot. Mr. Kefauver asked about the HVAC controls and repairs project. Mr. Sayre stated that in June, there will be a request for expression of interest advertised for the HVAC project.

### **Vice President of Economic & Workforce Development**

#### CDL Proposal Presentation

Mr. Tackett presented a proposal for a new CDL program. There is high demand for this in the local area as well as nationally. We are looking at a variety of funding sources including a WVCTCS Advanced Grant, a WVNCC Foundation Loan, and a Williams Charitable Trust grant. Workforce WV provides funds for 200-400 individuals to participate in CDL training per year. An RFP will go out in June for the trucks/trailers. Ms. Reager asked about insurance and liability and Mr. Tackett replied that it is included in our proposed operating expenses. He is working with RED for an inventory of potential properties in the area. Ms. Mitchell suggested some options in the southern part of the service area. Dr. Mosser added that if anyone has connections with county authorities regarding property to please reach out to them. Dr. Mosser thanked Mr. Tackett and Ms. Mulhern for jumping on this and for putting the proposal together.

### **9. Old Business**

There was no old business.

### **10. New Business**

Dr. Mosser stated that he had two new business items. The first is to select a nominating committee and schedule our election of 2020-2021 Board of Governors officers. Mr. Altmeyer volunteered to work with Mr. Artman to submit a slate of officers at the August meeting.

The second item is to obtain Board permission to revise the Copyright, Intellectual Property and Fair Use Rule. Dr. Loveless stated that with more courses moving to online due to the coronavirus pandemic, we need to update our rule.

Mr. Altmeyer made a motion that the Board approve the request for revision of the Copyright, Intellectual Property and Fair Use Rule. Mr. Kefauver seconded the motion. Motion carried.

### **11. Adjournment**

The meeting adjourned at 6:13 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